General Info 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.

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. Unfortunately, this is not always the case. The following information is applicable to all contests. For your specific contest, go to the Contest page for rules, tips, the timeline, and other information needed.

Someone must be in charge. Someone must work with students. Someone must keep everyone on track IF your group is going to be successful and have an enjoyable experience while doing so.

Things get hectic and many things seem to happen at once, but everyone will be calmer and have a better chance of handling those unexpected situations that crop up if each person knows what the responsibilities are.

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

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!

See Responsibilities of Primary Contact and Responsibilities of all Coaches and Sponsors after the General Information about Contests.

General Information for All Contests

Almost everything you need to know about Academic Rodeo and its contests can be found on the Academic Rodeo section of the East Texas State Fair website **(www.etstatefair.com)**

REMEMBER . . .
Primary communication with Coaches/Sponsors is done through the e-mail provided by the Primary Contact in the online School/Group Contest Registration. If you are not receiving e-mail information about the contest, check Spam/Junk folders on your computer and contact Academic Rodeo for assistance and info.

Deadlines exist for a reason. Please be aware of them and follow them. There is an **Academic Rodeo Calendar** for the year in a true calendar format on the *Getting Started* and *General Info* pages of the website. Also, the **Complete Academic Rodeo Timeline** on the *General Info* page and the individual **Timeline for each contest on the specific *Contest* page.** give you dates and deadlines to follow. Print

it, post it where you can easily see it, and check off completed items so you know what you have done and what you need to do.

Each contest has its own rules, procedures, and activities. Please see the specific *Contest* page for Rules, Timeline for contest, tips for preparation, and any resources available to assist in preparation.

Registering and Working with Students

1. Give students **all** information they need for preparing and competing. It is sad when a student's work is disqualified because a sponsor did not provide adequate information or read the rules.

2. Student registrations for your contest are submitted on the **ShoWorks Registration Portal.**
   A link to the portal is available on the *General Info* page and each *Contest* page. Decide as a group if the Primary Contact or a designated Sponsor will register everyone or if each Sponsor will register his or her students.
   You will check-in as a Club (drop-down list on the site) to register students and will need the password assigned to your group. Detailed instructions with screen shots from the site are available to assist you.

3. This should go without saying, but . . . The project submitted for a student MUST be the work of the student and not something the student just "helped to prepare."

4. If you know a student you are registering is in another contest with a different Coach/Sponsor, be consistent in spelling the student name and in the name for the student.
   Maddie Smith, Maddy Smith, Madoline Smith, and *Madeline Smith* may actually be the same student registered by different Coaches in different contests. Throw in a few changes and another school or group with one or more students with similar names and keeping track of "who goes where" or "who dropped what" can become complicated on our end, especially when we are trying to sort out awards at the end of Academic Rodeo.

5. PLEASE know if the student can have photos made. Photos are used in our brochures, on our Facebook page, sent to the media for publicity, to present our Virtual Academic Rodeo during the Fair, etc.

6. Register **ONLY** the number of students allowed for the contest. You certainly may have alternates that you work with until the contest, but ONLY YOU need to know about them, and we **will ONLY register the number allowed**. The only Alternates who receive Participation Awards from Academic Rodeo are in Spelling Bee. Other Alternates that you designate when trying to select students for a contest or team do NOT receive awards. They may not appear to participate in any way at a contest.
   If you ask for an "extra" ribbon or certificate for an alternate you chose, the answer will be "No."

7. **NEW for 2021:** A signed **Indemnification Release Form** is required for all Students and Sponsors participating in Academic Rodeo. Only one is needed for each student, so check to see if the Primary Contact already has one for the student.

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Registration Limits for Contests

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- ❖ **Academic Challenge Quiz** – 6 team members from grades 6-8 (No more than two 8th graders may compete in any match.) or grades 9-12 (No more than two 11th & 12th graders)

- ❖ **Agriculture Identification Contest** – No limit to the number of students registered.
- ❖ **Art Contest** – 2 students per grade (grades 1 through 12)
- ❖ **Computer Science Fair** – 4 students per level (E, MS, HS) per category – Most categories are specific to one or two of the levels. See contest rules. **(This is an increase in number allowed.)**
- ❖ **Drama Festival**
  Middle School One Act Play: 15 Cast Members, 4 Stage Crew or Sound/Lighting Technicians, and 5 Understudies may be registered
  High School Monologues & Duologues (NEW): 3 Monologues and 3 Duologues may be registered for each school or group.
- ❖ **Engineering Challenge** – 4 team members per level (E or MS).
  DO NOT register extra team members or "alternates" as there will be NO award for these.
- ❖ **Kinder Critters Contest** – 6 entries from your group – Kindergarten only
- ❖ **Mathletics** – 2 teams of 6 students **equally divided** among 4th and 5th grade students
- ❖ **Mindset Breaking Experience** – 5 to 7 team members from each Level (E, MS, HS)
  Rules suggest that you have "alternates" at the school level in case you need to replace a team member before the Preliminary round. This is for your use ONLY. Do NOT register any alternates for the contest.
  Awards are presented to a maximum of 7 team members.
- ❖ **Pentathlon** – 2 teams of 4 students from grades 9-12
- ❖ **Science Fair** – From each Level (E, MS, HS), you may register 6 Experimental projects, 4 Demonstration/Model projects, and 6 Illustrations Additionally, Class Project Displays from Kindergarten, 1st Grade, and 2nd Grade may be entered.
- ❖ **Spelling Bee** – 6 students for each grade – 2nd and 3rd – with 2 from each grade designated as alternates
- ❖ **Writing Contest** – 3 entries for each grade, 4th-12th
- ❖ **Youth Fashion Show** – No limit to the number of entries in each division or level.
  A student may have ONLY ONE ENTRY in a contest. Exception: Middle School and High School Event Design

8. Use the **Add/Drop Form** for the following ONLY . . .
   a. Drop a contest or contest level after initial registration
   b. Add a contest or contest level after initial registration – This will not be possible if contest is already in progress such as ACQ or MBE, or if entries have already been submitted for judging.
   c. Drop a student that has been registered
   d. Substitute/Replace a student that is registered
   e. Add a student **after** the initial registration – This may not be possible if the contest is already in progress as in ACQ or MBE or if entries have already been submitted for judging.

9. Deliver entries (Art Contest, Computer Science, Kinder Critters, Science Fair Journals/Notebooks, Science Fair Illustrations, Writing, Youth Fashion Show garments (**not** Smart Buying), and Youth Fashion Show Worksheets) to the East Texas State Fair Office as needed by the deadline or coordinate with other Coaches/Sponsors to take the entries.

   A map showing the location and directions to the office is on the *Getting Started* page.

Attending Contests
1. Arrive promptly when bringing students to the contest.

2. Have students enter quietly if there is the possibility of disturbing a contest in progress.

3. Check-in if needed and check the roster of participants to be sure your students are registered correctly, names spelled correctly, and photo permission is indicated correctly. Certificates and results use names as registered unless corrected.

4. Collect cell phones from students while they are participating, this includes the waiting period at Mindset Breaking Experience.

5. Have students take care of restroom breaks, etc. **before** the contest begins. It is distracting to competing teams if students are taking trash to trashcans or leaving excessively during the competition.

6. Gather all of students' possessions when leaving. We often get a nice collection of jackets, books, and even shoes each year.

7. Check Results page and relay results to your school or organization as they are posted online under **Results**.

Wrapping Up after Academic Rodeo
1. **Coordinate** with your School or Group to allow one person to RSVP regarding the student winners who will attend the Awards Celebration.

2. Read **About the Awards Celebration** to learn about the day's activities BEFORE you come.

3. **Remember who may attend the Awards Celebration:** Individual students and Teams placing 1st, 2nd, or 3rd in a contest. Students receiving Honorable Mention in Art or Kinder Critters, and One Act Play Casts and Crew. Space is limited – seating for about 600 – which means we can only accommodate the 300 or so students to be recognized and their teachers and a few family members. As much as we would love to include all students, we cannot possibly accommodate more than 2,000 students plus teachers and families.

4. **Coordinate** with others from your school or group to determine **what needs to be collected** from Academic Rodeo (Group Packet AND all entries) **AND who will be responsible for collecting** these at the Awards Celebration or within the first 1 1/2 days in the week following the Awards Celebration.
Unclaimed projects and awards will be disposed of or recycled, if not claimed by the deadline for pick-up scheduled after the conclusion of Academic Rodeo.

5. PLEASE coordinate with other sponsors to complete the online ***Participation Form*** to provide us with a statistical analysis of the involvement in our various contests and the impact we are having on the youth of the area through these opportunities. This information is especially important in recruiting Support Partner organizations, individual Volunteers, and Sponsors to help support our program.

6. When possible, a "virtual" Academic Rodeo will be presented during the East Texas State Fair.

Responsibilities of the Primary Contact
The Chief Facilitator for the Group

- Registers the group for Academic Rodeo, indicating the contests the group will enter.

- Helps determine who will coach or sponsor each contest.

- Keeps informed about the group's participation

- Anticipates possible schedule conflicts.

- Sees that Coaches and Sponsors have the necessary contest information to compete.

- Submit student registrations or guide coaches in submitting registrations.

- Works with all coaches and sponsors to facilitate entry submission, attendance at contests, and locating results after the contest.

- Determine and RSVP to Academic Rodeo the number of winners who will attend the Academic Rodeo Awards Celebration in February.

- Coordinate who from the group will pick up packets and entries when Academic Rodeo is complete.

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.** I repeat, **Read the Rules** for your contest! That cannot be said too many times!
  Communicate rules, deadlines, and expectations to students. Entries will be disqualified if they do not meet rules or standards set. A team may not be allowed to participate IF they miss the deadline or fail to follow guidelines.

- **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 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.

- Follow the Timeline for Drop Dates, Registering Students, Submitting Entries,

- Follow the requirements for choosing students. Failing to do so could result in your student's or team's disqualification.

- 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.

- Keep others at your school "in the loop" on dates and activities associated with your Academic Rodeo participation. It is always frustrating to students and coaches when students are forced to choose between Academic Rodeo and another event. Sometimes it is possible for a student to do both with planning, but at other times the student must make a choice.

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

- Check for results on the **Results** page after the contest. Sometimes getting results posted takes longer than anticipated. When time allows, coaches/sponsors receive e-mail notification when results are posted. However, when several contests are occurring in a short period of time, the e-mail notification may not occur.

- 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 what awards your students will receive.

- Understand the Wrap-up Procedures.
  PLEASE coordinate with others 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.