



Primary Contact Check-List

Please print and keep for reference!

The Primary Contact is the “go-to” person for the school or group. When information is needed for the group, this person 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 registration, and Contests are handled by other Sponsors and Coaches.

If the Primary Contact is NOT handling all aspects of Academic Rodeo, he or she should check in with Coaches and Sponsors from time to time to see that they are receiving information from Academic Rodeo and that they are submitting registrations and entries per the Contest Timeline deadlines.

_____ 1. **August/September – Make decisions about your participation.**

Determine with others in your school/group which contests you plan to enter. Also determine who will coach or sponsor each contest. This person is listed on the registration.

You have the option of providing a secondary contact and email. This is a good idea in the event of absence or extended illness to keep information coming to your school.

_____ 2. **October – Register your School or Group online (Getting Started page) by October 15.**

- Academic Rodeo encourages you to 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 registration** for your school or group.

- When you register, you will need to designate the coach or sponsor for each contest and provide an e-mail address for contact about that contest. You may add your e-mail address if you would like to receive these as well. Separate multiple e-mails with a semicolon. If the form does not allow you to add multiples, send extra names and emails to Academic Rodeo by email.

Parents have served as coaches for some schools.

PLEASE do not register a Coach or Sponsor without letting that person know. The angry “Why am I receiving this” e-mails come to Academic Rodeo when you do!

- You will receive an e-mail notification that your registration has been received.

_____ 3. **October – Provide coaches with information** about each contest:

- 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 coaches to understand the rules! Academic Rodeo is NOT obligated to allow exceptions for a student because a coach failed to know the rules for participation and entries. There are limits to the number of entries and specific requirements for all contests.
- Website address and links for specific information
- Information about forms and registration links on the website (This is sent to REGISTERED coaches and sponsors after October 15.)

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

_____ 5. **Communicate to coaches and others** about schedules and deadlines that may conflict with other activities, and brainstorm ways to minimize conflicts and continue participation.

- _____ 6. 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.
- _____ 7. **Check-in with your coaches** to see that deadlines and guidelines are being met. If a Coach seems to be 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.
- _____ 8. **Maintain good communication with Coaches, Students, Parents, and Others**
Assist coaches in sharing information about the Contests to parents and others in your school or group. A Contest Info Sheet is sent to each Coach or Sponsor for this purpose.
Also assist Coaches and Sponsors in sharing results to students and others in your group. Coaches receive an Award Letter by e-mail to give to students who place.
- _____ 9. **February – Prepare for the Awards Celebration and Wrap-Up**
As contests end and the Awards Celebration approaches, you and all Coaches/Sponsors for your group will receive a list of all students who were registered for Academic Rodeo and an indication of their status and any awards received. Please review this with all involved. Someone from the group, needs to confirm that the information is correct. Pay special attention to spelling of names as this is the list for printing any Award Certificates.
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. This minimizes the volume of e-mails to Academic Rodeo at a critical organizational time.
 - The name of anyone other than yourself or coaches who will pick up your Award Packet.
 - Any requests for alternate pick-up times
- _____ 10. **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?
- _____ 11. **March – PLEASE** complete the **Participation Report** (online form) within one month of the conclusion of Academic Rodeo. Also provide any feedback to Academic Rodeo – concerns, suggestions, etc.