



## **Primary Contact Responsibilities (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.

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**.

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? . . .**

You should register your school or group for contests if you have not already done so. The Contest Registration is 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.

There is a **School-Group Participation Plan** document on the Getting Started page is 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.

In the best scenario, **YOU** (Primary and Secondary Contacts) have discussed Academic Rodeo with all in your group to determine the contests of interest and for which your group is eligible. Possibly, you will identify specific teachers, parents, or other adults who will serve as the Coaches and Sponsors for the Contests.

Following is an overview of the responsibilities for the Primary Contact and Coaches or Sponsors. In some Schools and Groups, the Primary Contact assumes all the roles with assistance from others. In other groups, different individuals are responsible for each Contest. Your group will work out what works best in your setting and depending on the level of participation from your group. 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. 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.

### 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. Also determine who will coach or sponsor each contest. That person should be listed on the Contest Registration. It is wise to provide a Secondary Contact and email in the event of your absence or extended illness to keep information coming to your school.
- \_\_\_\_\_ 2. **October – Register your School or Group in Contests (Getting Started page) by October 15.**
  - 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. Duplicates create confusion. 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. Try separating multiple emails with a semicolon or comma. For some groups, the form will not allow adding multiples. If that is the case for you, send extra names and emails to Academic Rodeo by email. **PLEASE** do not register a Coach or Sponsor without letting that person know. The angry “Why am I receiving this” emails come to Academic Rodeo when you do!
  - You will receive an email notification that your registration has been received.
- \_\_\_\_\_ 3. **October – Provide coaches with information** about each contest. Direct each Coach or Sponsor to the following:
  - **Coach’s Packet** similar to this one.
  - **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! Academic Rodeo is **NOT** obligated to allow exceptions for a student because a coach failed to know or provide the rules.
  - 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.)
  - **Where Do I Find** document on the General Info pageThe two most important pages are the **General Info** page and the specific **Contest** page. These should have all the information a Coach or Sponsor needs or will have links to other pages that may be needed.

- \_\_\_\_\_ 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. When you register a Student in any Contest, you verify that the student has read and agreed to the Code of Conduct.
- \_\_\_\_\_ 7. **Check-in with your coaches** 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.
- \_\_\_\_\_ 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 email 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 emails 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.

# Responsibilities of Coaches/Sponsors

## The Chief Facilitator for a Specific Contest

The Coach or Sponsor for a Contest is the **Chief Facilitator** for a specific Contest and should know the contest WELL, especially the Rules! The Sponsor or Coach should:

1. **Read the Rules for your contest.** Communicate rules, deadlines, and expectations to students. Entries will be disqualified if they do not meet rules or standards. A team may not be allowed to participate IF they miss the deadline or fail to follow guidelines.
2. PRINT, READ, and POST the **Timeline** for the contest. Check off the benchmarks and deadlines as they occur and plan to stay on track.
3. Should receive an e-mail from Academic Rodeo after the October 15 School/Group Contest Registration Deadline. **If this e-mail is not received by the end of October**, the Coach or Sponsor should check the Spam/Junk Mail folder and/or contact you, the Primary Contact and/or Academic Rodeo for help.
4. Check **Registered Schools** on the **General Info** page to see that your School or Group is registered correctly in your contest.
5. Review and become familiar with Academic Rodeo on the East Texas State Fair website ([www.etstatefair.com](http://www.etstatefair.com)).
6. Become familiar with and check out as needed
  - **Academic Rodeo Calendar** (Getting Started and General Info pages)
  - **Contest Timeline** for Drop Dates, Registering Students, Submitting Entries (Contest page)
  - **Contest Schedule**
  - **Contest Resources**
  - **Frequently Asked Questions** (General Info page)
  - **Where Do I Find** (General Info page)
7. Follow the requirements for choosing students. Failing to do so could result in student's or team's disqualification.
8. Discuss the Code of Conduct with students.
9. Work with students to prepare for the contest. The Contest Sponsor verifies the students' work and that the student alone is responsible for the entry.
10. Keep others at school "in the loop" on dates and activities associated with the Contest.
11. Arrive promptly when bringing students to the contest.
12. Check for results on the **Results** page after the contest and relay to the group.
13. Notify students who have placed and supply them with the Award Letter that will be sent by e-mail.
14. Understand what awards students will receive.
15. Understand the Wrap-up Procedures and coordinate with others regarding Awards Celebration, pickup of packet and entries, and completion of Report.

## General Information Applicable to 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](http://www.etstatefair.com))

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 responsibilities related to it, tips for preparation, and a Checklist of items for the Coach or Sponsor.

### Registering Your School or Group:

1. Registering the School or Group in Contests is usually done online (Getting Started page) by one person who, for Academic Rodeo purposes, is the group's **Primary Contact**.
2. If you are the only Coach/Sponsor registering for a contest, share with others who may not be aware of Academic Rodeo to see if there is a contest of interest to them.
3. You can Add (if time remains in the Timeline for the Contest) or Drop Contests for several weeks after the initial registration by using the online **Add/Drop Form** on the Getting Started page. Please do this promptly as additions and drops affect schedules in Team Contests.

### Preparing for Contests:

1. Please remember that **ALL Academic Rodeo communication is done through information provided on the website or through email**. Check your email to be sure Academic Rodeo messages do not end up in SPAM. This is critical.
2. Rules for your Contest are on the Contest's page. Every Contest is different. Rules include format of the contest, entry limits, formatting entries for submission, etc., and are different for each contest.
3. A **Contest Timeline** on the Contest page gives you deadlines and dates. Anticipate in advance conflicts that may occur with the general school/group calendar.
4. You may be asked to supply specific information or forms for your contest. Please do so in a timely manner. This may be needed to relay information to other groups or for scheduling.
5. Resources may be available for your contest. If so, they will be available or listed on the contest page.
6. 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 failed to read the rules. Academic Rodeo is not responsible for incorrect or insufficient information provided to students regarding submission of entries and is not obligated to make accommodations for entry and student errors on your part.

7. Determine how you will select the students for your contest, based on the contest requirements. Do NOT attempt to register more students than allowed by the limitations for the specific Contest.
8. Drop the contest or specific grades or levels of the contest **by the deadline or before** if you have determined you will not participate in the contest. An online **Add/Drop Form** on Getting Started page is available for this and is also used to add a contest and to add or drop students after the Student Registration has been submitted.

### **Registering Students:**

1. Student registrations for your contest are submitted through the **ShoWorks Registration Portal**. Determine with other Coaches and Sponsors in your group if each Coach/Sponsor will register students for only that specific contest or if one person will register all contests. More than one contest can be registered in an online session. Please read the Instructions for Registering Students on SnoWorks. A document with screen shots is available to assist you. You will sign-in **as a Club**, NOT School on the ShoWorks portal and you will need the password assigned to your group. It is also the Password for ALL students you register. Specific instructions with screen shots are available on the website to assist Coaches and Sponsors in registering Students. PLEASE contact Academic Rodeo for help if you encounter problems.
2. When you register each Student, you will be asked whether the Student has agreed to abide by the **Code of Conduct**. Students MUST have read and agree to follow the Code. A copy is included later in this Manual.
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’s 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. Submit Student Registrations by the deadline for the contest indicated in the **Contest Timeline**. Failure to meet the deadline may result in your student’s project being displayed but not judged or your student completely missing the contest.
6. PLEASE indicate Yes or NO in the field asking whether the student can have photos made. These 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. Leaving it blank means I will have to ask you again if the student can have photos and may mean we do not take photos of anyone in the group or on the team.

Register **ONLY** the number of students allowed for the contest. You certainly may have alternates that you work with, but 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 use when trying to select students do NOT receive awards. If you ask for an “extra” ribbon or certificate for an alternate you chose, the answer will be “No.”

7. A student may have **ONLY ONE ENTRY** in a contest, except in Drama Festival High School Level, where a Student may do a monologue or musical solo but may also participate in a duologue or musical ensemble.
8. Once you have submitted the Student Registrations online in a session, you can only make changes by completing the online Add/Drop form on the General Info page. You will be able to see transactions made by your group, but you cannot change those transactions in ShoWorks after they have been submitted.
9. 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. Someone in the group should keep forms for all to access.

### **Making Changes**

1. Use the **Add/Drop Form** to . . .
  - 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.

Include required levels or categories **AND** whether the student may be photographed when you complete the form.

### **Submitting Entries**

1. 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.
2. Deadlines exist for a reason, so plan to meet the deadline. Yes, things happen, and when possible, we do our best to accommodate, but sometimes a late entry is simply not possible because of the judging timeline. In those instances, we can usually display the entry, but it is not judged.
3. Please be sure to **READ** and **FOLLOW** the rules for each contest. Each year, teachers select too many entries for a contest or choose too many students from a specific grade and become frustrated or even withdraw from the contest when only part of the entries can be accepted. This could have been prevented by simply reading the rules.

## 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**.

## Awards Celebration and Wrapping Up after Academic Rodeo

1. Coaches and Sponsors of Students who place in a Contest receive an Award Letter to give to Students. It explains the award type the Student will receive and gives information about attending the Awards Celebration.
2. All Coaches and Sponsors for a School or Group also receive an email with a listing of all Students registered, their status of participation, and type of award, if any, received by the Student. **Coordinate** with your School or Group to allow one person to RSVP regarding the student winners who will attend the Awards Celebration.
3. **Remember who may attend the Awards Celebration:** Individual students and Teams placing 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> 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 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 complete the online **Participation Form** (General Info page has the link) 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.



## Registration Limits for Contests

- **Academic Challenge Quiz** – 6 team members from grades 6-8 (No more than two 8<sup>th</sup> graders may compete in any match.) or grades 9-12 (No more than two 11<sup>th</sup> & 12<sup>th</sup> graders)
- **Agriculture Identification Contest** – No limit to the number of students registered.
- **Art Contest** – 2 students per grade (grades 1 through 12)
- **Computer Science** – 4 students per level (E, MS, HS) per category – Most categories are specific to one or two of the levels. See contest rules.
- **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, Musical Solos, and Musical Ensembles: 3 Monologues, 3 Duologues, 3 Musical Solos, and 3 Musical Ensembles 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 students.
- **Kinder Critters Contest** – 6 entries from your group – Kindergarten only
- **Mathletics** – 2 teams of 6 students **equally divided** among 4<sup>th</sup> and 5<sup>th</sup> grade students as well as boys and girls
- **Mindset Breaking Experience** – 1 team of 5 to 7 team members from each Level (Primary, Intermediate, and Middle School) and 2 teams of 5 to 7 members from High School  
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 with no more than two from 11<sup>th</sup> and 12<sup>th</sup> grades
- **Science Fair** – From each Level (E, MS, HS), you may register 6 Experimental projects, 4 Demonstration/Model projects, and 6 Illustrations  
Additionally, Class Projects from Kindergarten, 1<sup>st</sup> Grade, and 2<sup>nd</sup> Grade may be entered.
- **Spelling Bee** – 6 students for each grade, 2<sup>nd</sup> and 3<sup>rd</sup>, with 2 from each grade designated as alternates
- **Writing Contest** – 3 entries for each grade, 4<sup>th</sup>-12<sup>th</sup>
- **Youth Fashion Show** – No limit to the number of entries in each division or level.