



NORTHWEST WASHINGTON REGIONAL TOURNAMENT

To: Central Science Olympiad Tournament Event Supervisors
From: Tom Schultz
Re: Northwest Regional Tournament
Date: March 21, 2009

Please read this letter and if you have any questions or problems be sure to contact me ASAP at tschultz@sccd.ctc.edu, or by phone 425-359-9943(w) or 425-337-4442(h).

Thank you for volunteering to participate as an event supervisor in the Central Washington State Science Olympiad Regional Tournament. It will be held on Saturday, March 21, 2009 at Seattle Central Community College. To help with your planning, you should have the following documents as attachments: **1) schedule of events, 2) team numbers, 3) Code of ethics.** **If you need an electronic copy of the rules for your event, please e-mail me and I will send one to you**

Preparations for Event Supervisors (read attached pages for additional information):

- A) PRIOR to the day of competition, **read and thoroughly understand** the rules for your event(s) that were established by the National Science Olympiad Committee. The specifics of the rules change from year to year to please read carefully even if you have run the event before. If your event is for both middle school and high school, then read each set, as the rules are often **different** for each level.
- B) PRIOR to the day of competition, identify and collect any special apparatus, equipment, or facilities that are required for your event such as chemicals, computers, balances, slide projectors. There are also often scoring guides available to assist with your scoring. Please contact me if this would be of assistance.
- C) DAY OF COMPETITION: Please check in at least one hour BEFORE your event. Let us know if you will need assistants.

If you have any questions or need clarification, please contact me by phone or e-mail. Supervisors are in charge of their event, and that means that they will organize and run their event. Help is available on the National Science Olympiad web site at <http://www.soinc.org/index.htm>, or from past supervisors of your event. I recommend that you visit our campus facility before March 21st to inspect the room or facility assigned to you. Feel free to bring relatives, friends, or students to help with your event.

Check In:

On the day of the tournament, please plan to arrive at the **SAM Building** located on the main campus just north of the main campus, which is located at 1701 Broadway 10th St. just off Broadway, **one hour** prior to your event's start time ******(or earlier if you have to set up, or have entries to impound.)

IMPOUND EVENTS (Scrambler, Electric Vehicles, Robo-Cross, Phys Sci - Wind Power, Trajectory, It's About Time, Junk Yard Challenge): If your event requires impounding, then you need to be in your room by 8:30 am for impounding, or make alternate arrangements with tournament director. Please visit the registration table in the foyer of the **SAM Building FIRST** to pick up your Tournament Packet and sign-in. You may assign one of your assistants to do this for you. Scoring, and supervisor hospitality (coffee, muffins, fruit, etc.), will be located in SAM 113, located in the new Science and Math building.

MORE INFORMATION TO HELP PLANNING:

Tournament Packet Contents (To be picked up in the Parks building before your event):

1. A Final Schedule-be aware of room changes.
2. The copy of the event rules.
3. Team sign in ½ sheet; color coded Blue for B Division, Yellow for C Division OFFICIAL SCORE SHEETS for each division. One sheet is for all teams entering and the other is for announcing the medal winners. Again, these sheets are color coded blue for middle schools, yellow for high schools.

Lunch:

Box lunches or a salad will be provided for all volunteers whose supervisor returned the attached sign up form, and will be delivered to your event site around noon, or can be picked up in the scoring/hospitality room (SAM 113), your choice.

Scorekeeping:

Scoring is a very important process along the road to a successful tournament. **PLEASE TURN IN YOUR FINAL SCORES AT THE SCORING ROOM LOCATED IN SAM 110 IMMEDIATELY AFTER YOUR EVENT HAS BEEN EVALUATED.** Score counselors will accept and inspect your score sheet when you arrive, and double check everything, to help ensure an accurate result. They can also answer any questions that you might have about scoring. This year we are trying our best to speed up the overall scoring process; therefore it is imperative that you get your scores to the scoring center as soon as possible. Your final score sheet will have an approximate appointment time. If you are unable to make this appointment a phone number will be supplied for you to call.

The following will be completed at your scheduled appointment time:

1. Tally the event Scores and record them on the score sheet found in your packet. (BE SURE TO BREAK ALL TIES!!! TIES MUST BE BROKEN) See your event rules for tie breaking criteria. Have some question/time/etc. in mind to use for a tiebreaker and announce it *at the beginning of each event round.*
2. Return the Official Score Sheets, included in your packet, with the final results to the Scorekeeper in the scoring room (SAM 110), immediately after your event. The top four scores are also entered on separate Placing Winners Form. These sheets are then used by the Master of Ceremonies to announce the winners at the medal awards ceremony in the Gym.
3. Please stay with the scorekeeper until your scores are verified. We will have a crew in the scoring center to assist you. Test papers should be turned in at this time for retention in case there are any questions following the tournament. They are **NOT** to be returned to the students under any circumstances.

Event Supervisors:

Experience has shown that most problems on tournament day arise from failure to contact and coordinate with your assistants. **Please call your assistants today** (if you have not already done so) and coordinate the tournament day event activities. In order to recognize all of our volunteers, please e-mail a list of your volunteer names, address, and employer to Everett Community College as soon as possible. **Lunches for our volunteers will be provided, as long as the lunch document is/was filled out and e-mailed back.** You and your assistants need to find appropriate times for breaks, lunch, and scoring. It would help to have some sort of system to complete scores as students finish an event. This will require some thought and organization. Also, a plan needs to be in place in case someone gets sick and cannot make it on March 21st.

Managing your event:

Define an appropriate set of problems, questions or tasks, in accordance with the rules, that govern your event. Keep in mind that two separate sets of problems/tasks, with differing levels of difficulty, may be required if you are running an event which has both middle school (Division B) and high school (Division C) students. You need to define these problems in advance of the tournament and bring sufficient copies, supplies and equipment to run the event. We would like to have copies of your written test, with answers, if a test is used, for the Tournament file.

Directing traffic will help for a smooth running event. Directions for teams entering your area will help lower participant confusion. Most events are closed to spectators because of past abuses using current instant view technology. Building events, in which a project is made in advance and then impounded, are the exception to this rule.

Preplanning:

The tournament schedule, constructed based on past experience, is fixed for the year in all regional and state tournaments. Please review the enclosed schedule and your event rules to make sure that you will be able to run your event with 12 high school teams and 12 middle school teams in the scheduled hour, unless you are supervising a sign-up

event. These team numbers are the maximum number of teams you could expect. Not all schools field a team for each event. Please, call if you think there may be a problem.

Schedule:

Please follow the start and end times for each time slot. This time needs to include instructions, event run time, and any needed clean up. Delays in completing your event on time could interfere with team participation in a subsequent event.

Sign-up Events:

Elevated Bridge, Pentathlon , Electric Vehicle, Robo-Cross, Robot Ramble, Scrambler, Picture This , Egg-O-Naut, Junk Yard Challenge, Trajectory and Wright Stuff. Sign up-sheets will be at the registration table and can be picked up at 8:45 AM for use in your event room.

For sign up events, a block of time is set aside for each team. If you have a sign-up event, run the teams through in the order in which they are signed-up. Teams will sign up during Registration (before 8:45 am) for a time that best suits their participants. Sign-up forms need to be picked up by the event supervisor, or their designee at 8:45 am. You should accommodate teams at the times they have signed-up for. If a team is late, accommodate them only if you can without running behind for the other teams.

Please start your event promptly (or even a little early if participants are ready), and end promptly. If a team fails to show up on time, you need to proceed to the next team. ***If they show up late, accommodate them if at all possible.*** These students deal with a lot of chaos in a few short hours. However, if a team doesn't show up at all during their time slot or asks to be rescheduled to a different time slot, do **NOT** reschedule them.

Safety:

Make sure you know how to run your event safely. Inform teams of any safety rules prior to starting your event, and enforce them during your event. Safety goggles are required during some events and should be brought by the students to the event. Have extra sets of goggles in case they forget. Teams should be disqualified if they do not comply with the appropriate safety rules. We have quite a few safety goggles that you can borrow if you let us know in advance.

Equipment:

Please try to locate the equipment needed to run your event, such as balances, stopwatches, etc. Do not go and buy them yourself, this not what we intend. Most of us, who have run events in the past, have borrowed the equipment from work. If this does not work then we might have what you need.

Appeals:

If any **coach** wishes to appeal an event score or placement (**only due to a violation of the event rules**), they should first consult you, before submitting an appeal form (in your packet) to the Arbitration Committee. Only coaches can file an appeal, and they must do so ***with in one hour*** of the end of the event. The exception to this rule is for an event that is scheduled for the last time period, in which case, the appeal must be processed within ten minutes. Hopefully, you will be able to resolve the issue without resorting to an official appeal. Decisions will be made by an Arbitration Committee and will be final.

Code of conduct:

Make sure all teams comply with the event rules and the science Olympiad Code of Conduct (included).

Have Fun:

When you're not involved with running your event, feel free to observe and enjoy other Science Olympiad events. You're supposed to have fun too! Also, we invite you to stay for the Awards Ceremony ant the end of the tournament, which is intended to recognize your efforts as well as those of the students and coaches. This ceremony is impressive.

THANKYOU, AGAIN FOR HELPING SEE YOU MARCH 21, 2009