

COACHES PACKET CHECKLIST

A A

Copies: One Packet/Team

- Checklist** **Campus Maps** **Name Badges**
Copies: One/Packet *Copies: Ten/Packet* *Copies: Two/Packet*

B B

Event Sheets - *IMPORTANT* document needed to be filled out by team participants (one for every event) and submitted to Event Supervisors as participants enter an event area. *Copies: Ten/Packet - match color for Division*

Team Rosters - *Another IMPORTANT* document provided by coaches to tournament officials. Team members from educational organizations with multiple teams **CANNOT** mix with the other teams from their school/educational organization. Team Rosters, Event Sheets and Names provided on Event Activity documentation will be used to ensure that students do not intermix. *Copies: One/Packet - match color for Division*

C C

Event Contracts - *Students fill out and submit Event Contracts to building event supervisors when the rules of an event require such. Building event materials are required to be prepared by STUDENTS not adults. Event Contracts are used to verify this requirement. Copies: Five/Packet*

D D

Arbitration Form - *These are provided for you to review and become familiar with. Also, if a coach or anyone else does come to you with a problem, feel free to give them an Arbitration Form and have them take their problem elsewhere. Arbitrators are in the Score Room. One/Packet*

Lunch Info - *Please check at Check-In table for lunch options.*

Programs - *Provides general info about the tournament Ten/Packet*

E E

Schedule - *Provides details of times and rooms for events Ten/Packet*

Surveys - *Voluntary. If you are interested, please fill out a survey and return this to the Check-In table after you have turned in event materials to the score room. If you do complete a survey, "Thanks!" in advance.*

F F

Coaches, you are a tremendously important part of Science Decathlon.

Thank you for everything you do!!!

G G



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