



Coach Tournament Checklist 2023-2024

Tournament **February 24, 2024 @ Mulberry High School**

1. Registration Packet:
 - Pick up your packet and take 5 minutes to check through it.
 - Have enough programs?
 - Do you have your coach label(s)?
 - Make sure your student's certificates have their names spelt correctly.
2. Long Term:
 - Get your team to the Staging Area at least 20 min before your scheduled competition time.
 - Regional Roster
 - **4 copies** of each of these forms (all found in **Forms & Files on www.BucBay.com**):
 - Style,
 - Outside Assistance,
 - Materials Value.
 - List (see problem for specifics)
 - **3 copies** of any Clarifications that your team has received back from National.
 - Download the latest clarifications from the National website:
(www.odysseyofthemind.com)
 - If you are a "structure" team, you will need to report to Weigh-in 1 hour prior to scheduled Long Term time. Be sure to give your team enough time at the weigh-in, in case they need to make any adjustments they have time to do them.
 - Once you pick-up your team's scores, you only have 30 minutes after that to question them. IF you have received a penalty, be sure that judging team has cited from the problem or program guide.
3. Spontaneous:
 - Bring your team to the Spontaneous Holding Area about 20 min prior to their scheduled Spontaneous competition time. Parents and other supporters cannot accompany the team.
4. Awards Ceremony and Teams Going to State Meeting:
5. Be sure to write down for your parents, teachers, etc. the following information:
 - Use the "Team Information Sheet" to tell folks:
 - Where our tournament is located and where to park
 - Name of the school they are to see
 - What problem and division they are to see
 - Location and time of performance
 - Let them know that they must be there to see the performance **BEFORE** the scheduled time.
6. Enjoy your team, Enjoy other performances, and Enjoy the day... 😊

Buccaneer Bay Regional Board

*Mandy, Kelly, Mark, Ryan, Judi, Julie, Abby, Serena,
Stephen, James, Emily, & Katherine*