

Coaches' Checklist

- ___ Fill out and send the Odyssey of the Mind 2016-2017 Membership Application.
Check with your school district to see if they submit this form with the payment.
- ___ Go on line under Member Area and register your team. You should get a confirmation via email. If you do not receive a confirmation, resubmit.
- ___ Have your judges register on the Pennsylvania state website under judges' registration.
You should get a confirmation via email. If you do not receive a confirmation, resubmit.
- ___ Send in payment for the East Central Pennsylvania Odyssey of the Mind Regional Membership Registration Form. Check with your school district to see if they send this in with a payment. Early Bird Registration by Dec 16, 2016 is \$50.00 **per school**. \$55.00 per school if paid after Dec 16, 2016. Also send in at the same time a team registration fee of **\$25.00 per team**.
- ___ First week in February remind your judges that they have training on Saturday, February 9, 2013 and the snow make-up day is on Saturday, February 16, 2013. They need to be available for both dates. The training is at Cedar Crest Middle School, 105 E Evergreen Road, Lebanon, PA 17042.

*****Week before Competition check to see if the team has the following*****

- ___ Completed Material Cost Form with receipts if needed. Make a few extra copies.
- ___ Completed Style Form. Must have at least 4 copies. Make a few extras.
- ___ Copy of the Completed Outside Assistance Form. Make an extra copy.
- ___ Have all other required lists (as specified in some problems). Make extra copies.
- ___ Team Clarifications. Have extra copies.
- ___ Is the team sign "legal" and will it be visible during the performance?
- ___ Do all parents and family members know how to get to the tournament and what time to arrive?

- ___ Has the team practiced so they won't go over their time limit?
- ___ Has the team discussed what to do if their sets or props should fall down or stop working?
- ___ Has the team come up with a solution if someone accidentally forgets their lines?
- ___ Has the team decided who is going to do the verbal and hands-on spontaneous problems?
(Remember only 5 team members may participate)
- ___ Does the team have a checklist of everything they need to bring to the tournament and who is bringing it?
- ___ Does the team have a fix-it-kit? The kit might include tools, markers, tape, glue gun, etc. Anything that they might need to fix something from their sets, props, costumes.
- ___ Make sure the parents know that even on competition day, they cannot help fix or give suggestions of any kind to the team. This is outside assistance. However, they can help move sets and props into the school as well as help the team move their sets, etc. out of the performance area after they compete.

Congratulations, your team has come a long way in solving the problem. You and your team are all winners and deserve a great round of applause! The knowledge, skills, abilities and friendships that will develop over the year will remain with your team for a very long time.