

Coaches' Checklist

_____ Complete and submit the Odyssey of the Mind 2020-21 Membership Application at <https://www.odysseyofthemind.com/p/join/> Check with your school district to see if they submit this form with the payment.

_____ Once you receive your membership number, go to the PA members website, <https://www.odysseyofthemind.com/p/member-area/> and register your team. You should receive a confirmation via email. If you do not receive a confirmation, resubmit. You do not need to register your judges the same time you register your team.

_____ Have your judges register on the Pennsylvania state website, <https://paodysey.com/> under judges' registration before January 15, 2021. You should receive a confirmation via email. If you do not receive a confirmation, resubmit the registration.

_____ Send in East Central Pennsylvania Odyssey of the Mind Regional Membership Registration Form, along with your payment. Check with your school district make sure the form and payment have been submitted. Registration is \$35.00 **per membership**. Additionally, **each team** registered requires a fee of \$50.00. Teams who were registered for competition in March of 2020 may be entitled to waive the team fee – please contact Lynn Fyfe at regionaldirector.ec@paodysey.com for information.

_____ Review the procedures for online tournaments at <https://www.odysseyofthemind.com/virtual-tournament-procedures/>

_____ Remind your judges that they have training on Saturday, February 13, 2021.

If your team moves on to the state tournament, both your long term and spontaneous judges must be available on Saturday, April 17, 2020.

*****One week prior to competition check to see if the team has the following*****

___ Completed Material Cost Form with receipts if needed.

___ Completed Style Form.

___ Copy of the Completed Outside Assistance Form.

___ Have all other required lists (as specified in some problems).

___ Team Specific Clarifications.

___ 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 provide to the judges and who is responsible for providing it?

Congratulations, your team has come a long way! 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.