

Coaches' Checklist

- Complete and submit the [Odyssey of the Mind 2023-2024 Membership Application](#). Check with your school district to see if they will submit this form with the payment.
- Once you receive your membership number, go to the [PA members website 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](#), under judges' registration before January 15, 2024. 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. Early Bird Registration by Dec 30, 2023 is \$35.00 per membership. The fee is \$40.00 per membership if paid after Dec 30, 2023. Additionally, each team registered requires a fee of \$50.00.
- Remind your judges that they have training is Saturday, February 3, 2024, with a snow makeup date to be determined. If your team moves on to the state tournament, both your long term and spontaneous judges must be available on Saturday, April 6, 2024.
- Submit properly executed proof of clearances for each coach to Regional Director by February 1, 2024.

One week prior to competition

- 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 and have someone else carry any extra copies just in case you lose your copies.
- 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 Specific 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 or stop working?
- Has the team come up with a solution if someone accidentally forgets their lines?
- Has the team practiced verbal and hands-on spontaneous problems?
- 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 repair 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.