



The Park of East Texas Academic Rodeo

*“Promoting excellence in education
and showcasing the talents of all our youth”*

General Info for All Coaches and Sponsors or Help! What Do I Do Now!

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A Quick Look at Academic Rodeo

What is Academic Rodeo?

Academic Rodeo is a collection of 14 contests for students in grades K through 12. They range from individual to team contests, written tests to hands-on activities, identification to construction activities.

Who can participate?

Academic Rodeo is open to any school (public, private, or home school) or educational organization in the East Texas area. 400+ East Texas schools receive notices concerning upcoming registration for Academic Rodeo.

Typically, 1,800 students participate in one or more contests each year, presenting more than 2,500 entries.

When does it occur?

Academic Rodeo began as a part of the East Texas Fair in 1991. Academic Rodeo is now a stand-alone event with the majority of the contests held in January and February. Preliminary rounds for Academic Challenge Quiz and Mindset Breaking Experience are held in the fall, and entries for Art Contest, Kinder Critters, and Writing Contest are submitted in the fall for judging.

Where do contests occur?

All contests are held at the East Texas State Fairgrounds on Front Street and Fair Park Drive in Tyler, TX.

How do I get my school or group involved?

The following information guides you through the process of registration and gives an overview of the responsibilities for the Primary Contact for the school and coaches/sponsors for each contest.

Getting Started

Step 1 – Someone from your group was identified to serve as the Primary Contact between Academic Rodeo and your school or organization.

Step 2 – Your leaders determined your group's eligibility for the contests offered and decided which contests your group would enter. This is important to us in planning the schedule. You will have an opportunity to drop from the contest at a later time if you change your mind for some reason.

Step 3 – You were chosen with others to serve as sponsors/coaches for each contest your school will participate in during Academic Rodeo.

Step 4 – Everyone involved in preparing for Academic Rodeo needs to review and become familiar with Academic Rodeo on the East Texas State Fair website (www.etstatefair.com). All information (deadlines, schedules, contest rules, awards, etc.), forms, and resource information are located on the website.

- **KNOW** the rules for your contest.
- Print the Contest Timeline to stay on track.
- Find preparation resources if available.
- Understand the Code of Conduct.

The image shows a screenshot of the 'ACADEMIC RODEO SCHOOL/GROUP REGISTRATION' form. The form is divided into several sections: 'SCHOOL OR GROUP INFORMATION', 'CONTEST INFORMATION', 'CONTESTS, CONTINUED', 'CREATE USER ACCOUNT', and 'CONTACT INFORMATION'. Each section contains various input fields for text, email, and checkboxes. The form is designed to collect detailed information from schools or groups participating in the Academic Rodeo contests.

Step 5 – The Primary Contact for your group registered your school or group by the deadline posted on the Academic Rodeo Schedule using the **online form** on the website. ONLY School and Group registrations are done online. Student registrations are submitted by e-mail or as a GoogleDoc.

Step 5 – Each Sponsor should read about his or her Contest from the contest page on the website or from the Academic Rodeo Contest Manual which is available for download from the website. The Contest Manual has all information about the Academic Rodeo contests.

Step 6 – Communicate rules, deadlines, and expectations to students. Entries will be disqualified if they do not meet rules or standards set. A team may not be allowed to participate, IF they miss the deadline or fail to follow guidelines.

Step 7 – Contest Sponsors should register students for specific contests by the deadline and following Academic Rodeo procedures and guidelines. Keep others at your school “in the loop” on dates and activities associated with your Academic Rodeo participation. It is always frustrating to students and coaches when students are forced to choose between Academic Rodeo and another event. Sometimes it is possible for a student to do both with planning, but at other times the student must make a choice.

Step 8 – Submit entries by the deadline. Entries submitted after the deadline may not be judged.

Step 9 – Understand the Award possibilities for your contest and relay the appropriate information to your students. Check for Results online after the contest. If a student places in the contest, YOU will be responsible for relaying Awards Celebration information to the student.

Step 10 – Understand the Wrap-up Procedures. Coordinate with others from your school or group regarding attendance at the Awards Celebration and pick-up of School/Group Packet and ALL entries after the Awards Celebration.

Responsibilities of the Primary Contact

The Chief Facilitator for the Group

- Registers the group for Academic Rodeo, indicating the contests the group will enter.
- Helps determine who will coach or sponsor each contest.
- Keeps informed about the group’s participation
- Anticipates possible schedule conflicts.
- Sees that Coaches and Sponsors have the necessary contest information to compete.
- Submit student registrations or guide coaches in submitting registrations.
- Works with all coaches and sponsors to facilitate entry submission, attendance at contests, and locating results after the contest.
- Determine and RSVP to Academic Rodeo the number of winners who will attend the Academic Rodeo Awards Celebration in February.

General Rules for All Contests

- Deadlines, contest dates, and location of each event can be found on the Contest Timeline for the specific contest. Critical dates outlined in the contest's timeline must be met.
- Resource information for contest preparation may be available for some contests. Items will be listed on the contest page. Resources include Spelling Bee word lists, Agriculture Identification Contest product list, sample Mathletics problems, sample Mindset Breaking Experience problems, sample score sheets, etc.
- Results will be posted as close as possible to the date designated in the Timeline. When time permits, sponsors will be notified by e-mail when results have been posted.
- All students will receive recognition of their participation in Academic Rodeo. Winners receive awards designated for the specific contests and are recognized at the Academic Rodeo Awards Celebration.
- A representative of the school/group should attend the Academic Rodeo Awards Celebration to collect awards for those students not present or plan to collect these in a timely manner the week following the Awards Celebration.
- Unclaimed projects and awards will be disposed of or recycled, if not claimed by the deadline for pick-up scheduled after the conclusion of Academic Rodeo.
- When possible, a "virtual" Academic Rodeo will be presented during the East Texas State Fair.

Responsibilities of All Coaches/Sponsors

- **Read the Rules for your contest.** That cannot be said too many times!
- Expect an e-mail from Academic Rodeo after the October School/Organization Registration Deadline to indicate that your group is registered for the specific contest and additional preliminary information. **If you do not receive this e-mail by the end of October**, check your Spam/Junk Mail folder. If you still do not find it, check with your Primary Contact and/or Academic Rodeo to be sure the e-mail address for you given to Academic Rodeo is correct. Almost all correspondence with groups is done through e-mail. Check **Registered Schools** to see that you are registered correctly in your contest.
- Notify Academic Rodeo by the **Drop Date** (listed on the Timeline for the contest) if your group will not participate in the contest. This is **CRITICAL** for contests with schedules that affect other groups – Academic Challenge Quiz, Drama Festival, Engineering Challenge, Mathletics, and Pentathlon. We understand that things happen, but please be considerate of others.
- Determine participants for your contest based on the requirements stated. Failing to do so could result in your student or team's disqualification.
- Work with students to prepare for the contest. When you bring the entries for the student and submit them to Academic Rodeo, you are verifying the students' work and that the student alone is responsible for the entry.
- Submit any additional forms or information that may be required for your contest. Check the contest page for these forms if needed.
- Meet deadlines for submitting entries and supplying other information as requested.
- Arrive promptly when bringing students to the contest. Location of the contest, check-in times, etc. will be listed in the contest's timeline.

- Check for results on the **Results** page after the contest. Sometimes getting results posted takes longer than anticipated. When time allows, coaches/sponsors receive e-mail notification when results are posted. However, when several contests are occurring in a short period of time, the e-mail notification may not occur.
- Notify students who have placed and supply them with the Award Letter that will be sent to you by e-mail.
- Understand what awards your students will receive.

Registering Students

Submit the names of participating students to the Primary Contact for your school . . .

OR . . .

submit directly to Academic Rodeo using the Excel Document (All Forms) sent with the contest e-mail in October. It includes an excel **Student Registration Form**. Save to your computer, complete that form, and return the updated form to Academic Rodeo by e-mail or share as an Excel document through GoogleDocs. Please do **NOT** save as a PDF to send. It cannot easily be copied when formatted in that way.

When completing the form, please remember the following:

- 1) **Be consistent** in spellings of names for students who participate in more than one contest and may be registered at different times.
- 2) Include the student's grade level when registering.
- 3) List the contest for the student and any divisions or categories for that particular contest.
- 4) Check to see if permission is on file at your school or organization for photos of the student to be used and indicate this on the registration form.
- 5) Instructions are provided to assist you in completing the form. Provide all of the information needed and use abbreviations when indicated.

	A	B	C	D	E	F	G	H	I	J
	School or Group Name (as registered - BE CONSISTENT)	Student First Name (Be Consistent)	Student Last Name (Be Consistent)	Grade of Student	Contest Abbreviation (Use Instructions)	Level (E, M, HS)	Division of Contest OR N/A (Use Instruction)	Category of Contest OR N/A (Use Instruction)	Photo may be taken (Y or N)	Coach/Sponsor Name
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16	Please refer to the Student Registration Instructions for completing above information. Add lines as needed.									
17	PLEASE send as an Excel Document or share on Google Docs! PDFs are more difficult to process.									
18										
19										

If you are registering students for the Drama Festival, you **DO** need to complete this form. There are additional forms to tell about the play for Middle School or the individual selections in High School.

If it is necessary to add students, replace students, or drop students **AFTER** you have submitted the contest's student registrations, use the online **ADD/DROP** form. Do **NOT** submit a revised Student Registration. This can confuse or result in duplicate registrations. There is a link on each contest page to the online **ADD/DROP** form.

Submitting Entries

Some contests require submission of entries rather than the student attending a contest (Art Contest, Kinder Critters Contest, and Writing Contest) or may have entry submission **in addition** to the student attending the contest (Computer Science, Science Fair, and Youth Fashion Show). When this is the case,

bring entries to the East Texas State Fair Office on the west (back) side of Building D on the Fairgrounds. A map of the grounds is located on the General Info page.

There is always a deadline for submission of these entries. Usually, entries may be submitted several days in advance of the deadline. When possible, entry submission is timed to coincide with other contests, reducing the number of trips needed.

When mailing entries, allow 1 to 2 weeks for the entries to arrive. Each year Art and Writing entries are mailed, but do not arrive in time for judging.

Attending Contests with Your Students

Most contests require attendance at the contest based on a designated time or schedule. Please be aware of the time your students should arrive and allow extra time for possible traffic delays.

Many times, a Sponsor or Coach will send an e-mail to indicate the group is running late. Often these are not received until after the contest, because the Director and other staff are already in the middle of the contest or its preparations. If there is a delay in your arrival, try calling the ETSF Office (903-597-2501) and leaving a message. When possible, things like Academic Challenge Quiz matches can be slightly delayed, but most contests must begin on schedule. There is flexibility in Computer Science and Science Fair interviews at the contest, and we make every effort to adjust for those additional activities that conflict.

When arriving . . .

- 1) Check-in if needed and check the roster of participants to be sure your students are registered correctly, names spelled correctly, and photo permission is indicated correctly.
- 2) Collect cell phones from students while they are participating.
- 3) Have students take care of restroom breaks, etc. before the contest begins.
- 4) Gather all of students' possessions when leaving. A large number of jackets are left each year.

Some special information about arrival for some contests:

- **Academic Challenge Quiz** matches may be in progress when you arrive. Approach the building quietly, and enter the building slowly AND quietly to avoid disruption of the match.
- **Agriculture Identification** Sponsors check in participants after entering the front of Building E. The group waits quietly in available chairs until their competition time.
- **Computer Science** participants wait in the available chairs until called to be interviewed and demonstrate the project.
- **Drama** groups for One Act Plays must check to see if they can unload when arriving or go directly to Building B with costumes and props. No one can load or unload while another play is in progress.
- **Drama** Monologues, Duologues, and Musical Theater participants check in at the table in Building B, find the reserved seat for the students, and wait for the competition to begin.
- **Engineering Challenge** Teams enter Building E from the back (west) side for check-in and preparation. The team may not watch another team competing until AFTER they have competed.
- **Mathletics** Teams enter Building E from the back (west) side for check-in and to wait until time for the Written Test to begin.
- **Mindset Teams** MUST check-in and stay in the Holding Area (Building B) until time for the team to compete.
- **Pentathlon Teams** check-in when arriving to Building B.

- **Science Fair** participants in Experimental and Model/Demonstration Divisions arrive during a designated time to set-up projects. Science Illustrations participants do not have to attend. Students are called by small groups as judges are available.
- **Spelling Bee** students arrive at the designated time for their grade levels to Building C for check-in. Students are taken as a group to the stage in Building B.
- **Youth Fashion Show** students arrive to Building B at the scheduled time for check-in, dressing, and to have photos made.

Awards Celebration

3rd Friday in February

The Awards Celebration is the culmination of the contests and activities associated with Academic Rodeo. More than 600 people will attend the event, including more than 300 students who place in contests, Coaches and Sponsors, parents, grandparents, School Principals and Superintendents, representatives from Academic Rodeo Support Partner, Academic Rodeo Sponsors, and potential media. Here are a few things to remember and a brief overview of the day's activities.

Before the Event:

- Remember that ALL entries remain on display in Building E until the Awards Celebration is completed.
- Distribute Award Letters to students who place in contests. These are e-mailed to the Sponsor or Coach for the contest.
- Receive the Student List for your group from Academic Rodeo
 - Immediately check the list for correctness.
 - Report any missing students, students to be removed, incorrect spelling of names so Award Certificates will be correct and there will not be a need for reprinting.
- Give parents a deadline to RSVP the student's attendance.
- RSVP to Academic Rodeo by the deadline specific students who will attend.
- Determine with the Primary Contact and other Sponsors
 - Who will submit the group's RSVP to Academic Rodeo?
 - Who will attend with the group (A seat is always reserved for the Coach if a team has placed.)?
 - Who will pick-up the group's packet (The Group Packet contains Ag ID worksheets; Computer Science Fair entries on CDs; Engineering Challenge score packet; Drama scripts if not already returned; a copy of writing entries submitted; all ribbons, medallions, and certificates for your students; a list of all participating students from your group and the type of award each receives; a pass for each participating student to attend the East Texas State Fair.

A form, listing the elementary students receiving cash awards, will be attached to your packet if you have elementary age students. You will need to present this list to the volunteer at the check-in table to claim the checks for these students and verify by signing the form that you have received the checks on behalf of your students.

- Who will collect ALL entries for the group on display in Building E?

Attending the Event:

- Discuss with students how the program will run.
 - Students sit with the contest group. A numbered seat is reserved for each student who placed in a contest and are arranged in the order the students will walk across the stage.
 - Volunteers take the contest groups from their seats to a volunteer who tells them when to go on stage to be recognized.

- Team contests have teams called on stage by level and placing in reverse order (3rd, 2nd, 1st). Teams receive their team trophies on stage. These contests include Academic Challenge Quiz, Engineering Challenge, Mathletics, Mindset Breaking Experience, and Pentathlon.
- Mathletics and Pentathlon have High Scoring Individuals who are recognized as a group on stage before the team awards are presented. In Pentathlon, students will be asked to step forward for their groups (Math, Biology, Chemistry, Physics).
- Drama One Act Plays are called on stage one at a time to receive trophies based on the Rating received (Applauded, Outstanding, Superior). High School students are called on stage by category.
- In individual contests (Ag ID, Art, Computer Science, Kinder Critters, Science Fair, Spelling Bee, Writing and Youth Fashion Show), students are called on stage in groups by level and/or placing.
- Students return to their seat after being recognized.
- Students placing in more than one contest sit with the group for the contest coming first alphabetically. After that contest has been recognized, student will move to the benches stationed in front of the first group of seats and wait until the next contest is ready to go on state. A Volunteer will be with the benches to assist the students. After a student has been recognized in all contests, he or she returns to the first contest group until the event is over.
- Arrive early to visit the Academic Rodeo display and allow your students to see the various entries and photos from the contests.
- Check Lost and Found. You may have left something behind at a contest!
- Pick up the packet. You may distribute medallions and place ribbons to your students, if you like, to carry on stage when recognized.
- Help students find their seats. Tall signs indicate where a contest's seating begins. The student's seat will have the student's name and contest placing taped to the back.

The Presentation:

Please remain at the Awards Celebration with your students until the program has finished, approximately 1 ½ hours. We keep the program as short as possible while still recognizing all of the students.

General Agenda:

- Welcome, Flag Ceremony, Prayer
- Brief recognition of Support Partners, Sponsors, and Volunteers
- Outstanding Educator Awards
- Contest Recognitions in alphabetical order beginning with Academic Challenge Quiz and concluding with Youth Fashion Show.
- Announcement of Middle School and High School Scholarship Recipients

When the Program is Finished

- Feel free to take photos in the photo areas provided or on stage AFTER presenters have exited and Scholarship Recipient Photos have been taken.
- Have all in your group double check to see that nothing is left behind.
- Collect **ALL** entries from Building E. Volunteers work in the building to take down and sort entries by group while awards are being presented. **HOWEVER**, use the list provided with your packet to check and be sure you have claimed everything that goes back to your group. Things do occasionally end up in the wrong stack!
- The building remains open for picking up entries for approximately 1 hour after the conclusion of the Awards Presentation.

Academic Rodeo Wrap-up

If No Students Placed from Your Group:

You will not attend the Awards Celebration. You will plan to pick up your group's packet and ALL entries from your group at one of the following times.

- Immediately after the Awards Presentation concludes (approximately 12:00 to 1:00 p.m.) The building and ETSF Office closes after that and no one will be available to assist you.
- The following Monday between 9:00 and 5:00
- The following Tuesday between 9:00 and Noon.
- There WILL be things for students who did not place in the packet – Participation Ribbon or Certificate, some entries, possible information about other activities, AND a pass to attend the East Texas State Fair.
- Unclaimed entries become the property of Academic Rodeo and will be destroyed.
- Complete the **Report** (online on General Info page) within one month of the conclusion of Academic Rodeo to indicate the number of students from your school involved in Academic Rodeo. This is very important to Academic Rodeo in working with potential sponsors and support groups.