



## Academic Rodeo General Information for All Coaches and Sponsors

Each contest has its own rules, procedures and activities. Please see the specific contest for responsibilities related to it, tips for preparation, and a Checklist of items for the Coach or Sponsor. Following are some general rules for all contests regarding registration the group, its students, and submission of entries.

### Registering Your School or Group:

1. Registration is usually done by the group's **Primary Contact** using the online **School/Group Registration Form** on the main Academic Rodeo page by the deadline October. Only **one** registration is needed per school campus.
2. If you are the only coach registering for your group, share with others who may not be aware of Academic Rodeo.
3. The School or Group registers for all contests of interest. However, if at a later time, the group decides it will not participate in a particular contest, the contest should be dropped by using the online **Add/Drop Form** on the main Academic Rodeo page. The group can also Add a contest using the same form as long as time still remains for doing so.

### Preparing for Contests:

1. Please remember that **ALL Academic Rodeo communication is done through information provided on the website or through e-mail**. Checking your e-mail and being sure Academic Rodeo messages do not end up in SPAM are critical.
2. The registered Coach/Sponsor for each contest will receive an e-mail in late October to indicate that your group is registered for the contest and giving general information and reminders related to the contest. **If you do not receive this e-mail** by the end of October, check with your Primary Contact and/or check with Academic Rodeo to be sure your e-mail address given to Academic Rodeo is correct. Almost all correspondence with groups is done through e-mail. Check **Registered Schools** on the Academic Rodeo main page to see that you are registered correctly in your contest.
3. Know the rules for your contest. Every contest is different. Rules are included in the Complete Contest Manual and are available on the specific contest page.
4. Know the dates and deadlines for your contest. These are available in the **Academic Rodeo Timeline** on the main Academic Rodeo page. Anticipate in advance conflicts that may occur with the general school/group calendar.
5. Submit any special information or forms needed for the contest. See specific contest for information.
6. Check the contest page for resources or other information that may be available.
7. Give students rules or other information they may need for preparing for the contest.
8. Determine how you will select the students for your contest and choose based on the requirements for the contest.
9. Drop the contest or specific grades or levels of the contest **by the deadline or before** if you have determined you will not participate in the contest. An online **Add/Drop Form** on the main Academic Rodeo page is available for this and is also used to add a contest (may not be possible depending on timing, but request should be submitted in this way) and to add or drop students.

### Registering Students:

1. Determine if each coach/sponsor will register students for only that specific contest or if all contests will be registered by one person. More than one contest can be submitted on the same form. There is a second page that can be duplicated as needed to list all students to be registered at a specific time.

2. Student registrations for your contest are submitted on the **Student Registration Form** which is in Excel format and is included in the first e-mail about the contest and can be saved, completed on your computer, and e-mailed back to Academic Rodeo.
3. Submit Student Registrations by the deadline for the contest indicated in the **Academic Rodeo Timeline**.
4. When submitting the Student Registration form remember the following:
  - a. **Be consistent in spellings of names for students who participate in more than one contest and may be registered at different times**, otherwise we can have one student duplicated in our data base several times (Madelyn Smith, Maddie Smith, Madolyn Smith, etc.).
  - b. Register **ONLY** the number of students allowed for the contest.
    - **Academic Challenge Quiz** – 6 team members from grades 6-8 (No more than 2 8<sup>th</sup> graders may compete in any match.) or grades 9-12 (No more than 2 11<sup>th</sup> & 12<sup>th</sup> graders)
    - **Agriculture Identification Contest** – No limit to the number of students registered.
    - **Art Contest** – 2 students per grade (grades 1 through 12)
    - **Computer Science Fair** – 4 students per level (E, MS, HS) per category – Most categories are specific to one or two of the levels. See contest rules.
    - **Engineering Challenge** – 4 team members per level (E or MS). **DO NOT** register extra team members or “alternates” as there will be **NO** award for these students.
    - **Kinder Critters Contest** – 6 entries from your group – Kindergarten only
    - **Mathletics** – 2 teams of 6 students equally divided among 4<sup>th</sup> and 5<sup>th</sup> grade students
    - **Mindset Breaking Experience** – 5 to 7 team members from each Level (E, MS, HS) – Rules **suggest** that you have “alternates” to replace a team member before the Preliminary round. This is for your use **ONLY**. **Do NOT register any alternates** for the contest. Awards are presented to a maximum of 7 team members.
    - **One Act Play Festival** – 15 Cast Members, 4 Stage Crew or Sound/Lighting Technicians, and 5 Understudies may be registered for MS or HS
    - **Pentathlon** – 2 teams of 4 students from grades 9-12
    - **Science Fair** – From each Level (E, MS, HS), you may register 6 Experimental projects, 3 Demonstration/Model projects, and 6 Illustrations; additionally, Class Project Displays from Kindergarten, 1<sup>st</sup> Grade, and 2<sup>nd</sup> Grade may be entered.
    - **Spelling Bee** – 4 students for each grade, 2<sup>nd</sup> and 3<sup>rd</sup>, plus 2 from each grade designated as alternates
    - **Writing Contest** – 3 entries for each grade, 4<sup>th</sup>-12<sup>th</sup>
    - **Youth Fashion Show** – No limit to the number of entries in each division or level.
  - c. Include the student’s grade level when registering.
  - d. List the contest for the student and any divisions or categories for that particular contest.
    - **Academic Challenge Quiz** – Level (MS or HS)
    - **Agriculture Identification Contest** – Level (E, MS, HS)
    - **Art Contest** – Grade
    - **Computer Science Fair** – Level (E, MS, HS) plus Category (Desktop Publishing, Multimedia, Web Page Design, Digital Video, or Programming)
    - **Engineering Challenge** – Level (E or MS)
    - **Mathletics** – Grade plus Category (Team A, Team B)
    - **Mindset Breaking Experience** – Level (E, MS, HS)
    - **One Act Play Festival** – Level (MS or HS) and Grade plus Student’s Role – Cast (please include character name), Crew, Stage Manager, Sound, Lighting, Understudy
    - **Pentathlon** – Team A or Team B

- **Science Fair** – Level (E, MS, HS), Division (Experimental, Model/Demonstration, Illustration), Category for Experimental projects (Behavioral, Biological, Chemistry, Earth/Space, Environmental, Physical Science) if applicable
  - **Spelling Bee** – Grade, designate Alternates
  - **Writing Contest** – Grade
  - **Youth Fashion Show** – Division (Construction, Nontraditional Construction, Smart Buying), Level (E, MS, HS), Category (Casual, Dressy, Formal, or Specialty)
- e. 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.

### **Making Changes**

1. Use the **Add/Drop Form** to drop or add a contest after the initial registration, add students to a contest, drop students from a contest, or substitute students for others already registered. Include required levels or categories **AND** whether or not the student may be photographed.

### **Submitting Entries**

1. Deliver entries (Art Contest, Computer Science, Kinder Critters, Science Fair Journals/Notebooks, Science Fair Illustrations, Writing, Youth Fashion Show constructed garments, and Youth Fashion Show Worksheets) to the East Texas State Fair Office as needed by the deadline or coordinate with other coaches/sponsors to take the entries. A map showing the location and directions to the office is included in this document.
2. Please be sure to **READ** and **FOLLOW** the rules for each contest. Each year, teachers select too many entries for a contest and become frustrated or even withdraw from the contest when only part of the entries can be accepted. This could have been prevented by simply reading the rules.

### **Attending Contests**

1. Arrive promptly when bringing students to the contest.
2. Have students enter quietly if there is the possibility of disturbing a contest in progress.
3. 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. Certificates and results use names as registered unless corrected.
4. Collect cell phones from students while they are participating, this includes the waiting period at Mindset Breaking Experience.
5. Have students take care of restroom breaks, etc. **before** the contest begins.
6. Gather all of students' possessions when leaving. A large number of jackets are left each year.
7. Relay results to your school or organization as they are posted online under **Results**.

### **Wrapping Up after Academic Rodeo**

1. **Coordinate** with your School or Group to allow one person to RSVP regarding the student winners who will attend the Awards Celebration.
2. Remember that **only students who place** or are a part of a One Act Play cast may attend the Awards Celebration. Space is limited and we cannot accommodate what would be in excess of 2,000 students if everyone attended.
3. **Coordinate** with others from your school or group to determine what needs to be collected from Academic Rodeo (Group Packet **AND** all entries) **AND** who will be responsible for collecting these at the Awards Celebration or within the first 2 days of the week following the Awards Celebration.