



Coach Checklist

This checklist is a basic guideline to the important tasks that a coach needs to complete in the season. Please use this simply as a guide and be sure to include important tasks from your school/group and region. If you have questions please contact your regional director as soon as possible.

FALL

- Make sure that your school has purchased both a national and state membership and has paid both the national and state registration fees.
- Download and read the Program Guide from the www.odysseyofthemind.com website and start learning as much as you can about coaching a team.
- Register and attend Coaches Training in your region. This is time well spent and will make you a better coach by keeping you up to date on the Odyssey program and connecting you with others in the program.
- Find a location for practices if your school/group does not designate.
- Start meetings
- Find someone to serve as a judge representing your team. This person will need to attend a full day of Judges' Training, and a full day the day of competition. If a parent would like to judge, he/she needs to know that they will NOT see their child's performance on competition day.
- Find someone to serve as a volunteer representing your team. This person will be assigned a short shift (about 2-3 hours) at the regional tournament.
- Attend any spontaneous events in your region if available. These are invaluable to you and your team, not to mention FUN.

November/December

- Continue meetings
- Practice spontaneous
- Attend any spontaneous events in your region if available. These are invaluable to you and your team, not to mention FUN.
- Gather information you'll need to register your team before the January due date:
 - Region. (If unsure use the region finder on the state website)
 - School membership number, name, address, (including zip code) telephone, and e-mail.
 - Team members' names and grades in school.

- Coach(es) name, address, telephone, and e-mail address.
- Have your Judge(s) register. This will get them signed up to receive the important information they will need for training and more. Your team's Judge Volunteer will need the following information to register.
 - Your complete name, address, phone number, email,
 - Team membership name
 - Team membership number
 - Which problem your team is participating in
 - Team's division
- Have your Volunteer(s) register. This will get them signed up to receive the important information they will need for training and more. Your team's Volunteer will need the following information to register.
 - Your complete name, address, phone number, email,
 - Team membership name
 - Team membership number
 - Which problem your team is participating in
 - Team's division

December/ January...prior to the January Due Date

- Continue meetings
- Practice spontaneous
- Plan a team activity that is fun and outside of the long term problem thinking. Team building.
- Complete the team registration for the regional tournament.
- Send or confirm that your registration fee for the regional tournament is in
- Confirm that your judge is registered for regional tournament
- Confirm that your volunteer is registered for regional tournament

February/March

- Continue meetings
- Practice spontaneous
- Fill out paperwork needed for regional competition
 - Problem specific team required form
 - Outside Assistance form
 - Style Form
 - Cost Form
 - Media Release
- Attend Regional Tournament and have FUN! You and the kids are amazing!