***Before you arrive:***

Paperwork:

* Every team needs to have

 1 Outside Assistance Form

 1 Materials Value Form (Cost)

 4 Style Forms

 4 Team Required List Forms – Problem 1, 2, 3, 4, 5, Primary

 and whatever the specific problem asks for

* Have the team complete the forms at least 3 days before competition.
* Have them keep track of the cost of items as they use them or buy them. Give them a notebook to keep records and a folder to keep the receipts in. (Bring these receipts to competition) Make sure they read the problem rulebook. There are many changes this year in this area. For example:
* Outside Assistance – make sure everyone on the team signs this – even a person who is no longer on the team must sign.
* Style Form – Have a brainstorming session with them on their style. They need to be specific and to check to make sure they are not being scored on the long term for their choices. For example:
* Have extra set of these forms and make another person responsible for them – it’s very easy to leave without them in the rush to get on the way.
* Always carry at least one copy of the problem. (Keeping extra copies of scripts is wise too)

Toolbox or Repair Kit

* The team needs to assemble supplies to repair or fix props or costumes etc. in case of damage on the way to competition or after you get there.
* Items that are handy to have –

 Duck tape

 Screw drivers

 Hardware – screws etc.

 Utility knife

 Scissors

 Thread and needles

 Extra paint (small containers for touchup)

 Contact cement/super glue/spray adhesive

 Markers

 Tape Measure

 Anything specific to solution (glitter,

 sequins, flowers, felt, etc)

 Extension cord

 Batteries

* Rubbermaid tote/box w/handles is practical to use
* Structure problem needs to have special repair kit with extra balsa wood, glue, sandpaper, files, scales, ruler etc.

First time teams

* Have a mock competition day – walk them through what will happen on competition day

**The Big Day!**

**Regional Competition**

Each Problem and Division will have a specific area for prop storage and presenting your team’s solution

**After you arrive:**

* Leave your team on the bus or outside while you pick up registration pack.
* Go to registration to pick up packet. Inside is a program for the day. This will tell you where you will be performing, where your prop storage is and the time of the performance.
* Direct the team and the vehicles to where they are to unload. Make sure you have plenty of help to unload and carry the props in. Everyone can carry props – even parents. Remember, many teams are arriving – you need to get your teams stuff unloaded and inside quickly.
* Check the time of your long-term solution and for your spontaneous. The team should fix and repair first if possible.
* Practice spontaneous while you wait. Anything can become a spontaneous problem.
* Always know the location of your team. Try to keep your team together throughout the entire day, more efficient, less hassle, and builds unity.
* Team shirts, school shirts or hats help give your team identity and encourage spirit and togetherness as one.
* The team needs to be positive at all times. No disagreements or negative attitudes. No inappropriate language or disrespect towards each other and other teams.
* Teams need to keep positive about other teams – it never hurts to tell another team good luck before they go on. Good sportsmanship is a must. They should never say another team’s props, performance, costumes, and school etc. sucks. Wear smiles.
* Encourage your team to befriend other teams.
* Never touch another team’s props.
* Offer to lend your repair kit or an item in it if another team is having problems and needs some tool etc. to fix their props. Don’t help them fix the problem – that is outside assistance, just lend the means to fix the problem.
* If time allows, take your team to watch other performances in your problem and the other problems as well. It is a learning experience.
* After your team is done for the day, relax and enjoy the closing ceremonies. Don’t leave early. The team deserves to partake in the finale of the day and if they are fortunate, receive a trophy for all their hard work.

 **Long Term Problem**

**Pre-staging – Check in area**

Teams need to report to this area 15 – 20 minutes before scheduled competition time. Props are moved to this area then and anyone may help move them. If there is no pre-staging you go directly to staging.

**Staging area**

This is where the team hands in the paperwork. They check to see if the team has a membership sign, any clarifications (need to have copies of them). The team is checked for shoes and other requirements listed under teams must provide in problem. The team should have decided upon what they will say when the performance is over – (for example – time) Sometimes the staging area judge talks to the team. The team waits here till the timekeeper gives the signal for them to begin. Coaches should leave the team at this point. The judges do not want to talk to you and may ask you to leave if you are there. Tell your team good luck and find the place where the coach sits.

**Long term Competition Site**

 ***Practice setup before going to competition***

The timekeeper will ask if the team and judges are ready. When they answer – the 8 minutes begin. The team must set and start their solution. No one can help them with this – the faster they are the better. When time is called, either by the judges in some cases or by the team, the solution is done. At this time, the judges will ask the team questions about their solution and look at the costumes, props etc. After the judges look and ask questions, the team has 3 minutes to move everything move the props out from the competition area. Anyone can help. Make sure the team has a broom and dustpan to clean up loose items, such as glitter off the floor.

***Coaches*** – during the performance keep your mouths shut. If a judge sees you mouthing the words – they may think you are giving outside assistance and assess a penalty. By this time you probably know the skit as well as the team. Act like this is the first time you have seen the performance instead of the hundredth.

After the performance, the only thing you should do is help clean up and move the props out after the judges are done with the team. Remember this is your team’s shining moment – let them bask in it, and if by chance something does not go the way it was planned – let them know that it is not the end of the world. Sometimes things happen that they think ruins the performance – lots of times the judges do not know that something has even happened because this is their first time seeing it. Keep a positive attitude. Do not dwell on the negative. Talk to your team and reflect on their performance. Always find positive aspects to acknowledge and encourage them to try, try again. Next time can be better.

Coaches will be able to pick up the raw scores when the judges tell them. This usually is 20 to 30 minutes after team has presented solution.

After team receives raw score they have ½ hour to raise any questions. All raw scores become official 30 minutes after the last team has performed in the problem and division, even if a coach has not taken the time to review the scores. If coach is denied a review, they should go to the Problem Captain.

If the team has questions about a scoring aspect they should first talk to the Head Judge, and if necessary the Problem Captain. If question is not resolved, the team may ask for a tribunal if it is in regards to the interpretation of the rules of objective scoring. **It will not be convened for subjective scoring issues or questions of whether or not something happened or did not happen during a performance**. The tribunal will review the rule in question and may talk with the team, coach and judges. **The tribunal decision is final**.

**Spontaneous**

Your team will need to be at spontaneous at least 15 minutes before scheduled time. Let them check in and all of you will wait in the holding room till the team is called out. This is a good time to practice quick problems. Try focusing exercises to bring the team together mentally. Deep breathing – relaxing exercises to calm the mind and nerves.

**Outside Assistance**

Everything the team makes, does, says should come from them and be done by them. A coach’s responsibility is to guide them in thinking on their own – never telling them what to do, or how to do it. All ideas, concepts, whether right or wrong need to come from them. Ask questions to make them think of other possibilities. Your job is not to criticize. You provide the encouragement, the food, and take them shopping.