

A Coordinator's Responsibilities

1. Register the membership with the national Odyssey of the Mind program.
2. Work with the membership's administrators to advertise the program to students, parents, faculty, etc. Your regional director can help with this by presenting an awareness session.
3. Attend the regional coordinators' meeting if a new coordinator; otherwise, download all new forms from the regional website. **READ THE COORDINATOR'S LETTER CAREFULLY.**
4. Sign up coaches and create teams. How teams are formed is up to each individual membership, but each team must have at least one coach; two is better. Your regional director can give you tips in this area.
5. Copy all information provided at the coordinators' meeting or online, and distribute it to coaches. Decide if each team is responsible for securing a judge and/or worker or if the membership will handle that. **VERIFY THAT ALL COACHES, JUDGES, AND WORKERS ARE APPROVED VOLUNTEERS ACCORDING TO YOUR MEMBERSHIP'S PROCEDURES.**
6. Provide your contact information in writing to the coaches so they can inform you of any questions, concerns, or issues that arise.
7. Make sure each coach has a copy of the Odyssey of the Mind Program Guide. The guides can be downloaded free from Odysseyofthemind.com.
8. Encourage all new coaches to attend one of the beginning coach's trainings. All coaches and teams would benefit from the spontaneous workshop.
9. Make sure each coach knows the official membership name and number. Give each coach a photocopy of the membership card when it arrives.
10. Distribute any information sent by the regional director prior to tournament day. Usually this information will arrive via e-mail.
11. Collect all team forms, t-shirt orders, registration fees, and program ad forms/monies prior to the respective deadlines. Use the information to register each team online at www.floridaodysseyofthemind.org. Send some forms and monies together to the regional director prior to deadlines.
12. All coaches must attend the mandatory coach meeting and all judges must attend judge training. Be sure to remind them prior to the scheduled day.
13. Encourage others from the membership to attend the regional tournament to support your teams.
14. Be ready to assist teams going on to state with hotel registration, state tournament fee, etc.