



Tournament Logistics

Last updated: 1/28/2024

2024 Div C West Regional Tournament - Guest Information

Welcome! Montgomery College-Germantown is excited to host its sixth Regional Division C West Maryland Science Olympiad tournament. We want to thank you for your participation in the wonderful adventure of advancing science to our students and are looking forward to a fantastic day.

Please bookmark this document to have access to the most current information.

Logistics Overview

Montgomery College-Germantown Campus Address: [20200 Observation Dr. Germantown, MD 20876](#)

Tournament Check-in and HQ Lobby BE (Bioscience Education Center), Red Tables Area, starting 7:15 AM.

Parking Information Coaches and Tournament Volunteers are welcome to use Parking Lot 3 in front of BE building (see the campus map) for parking. **Students and parents are requested to use Parking Lots 4 and 5.**

Tournament Documents

1. Tournament Schedule: [2024 Div C West MC-G Tournament Schedule](#)
2. Team Numbers, Leagues, Homeroom Information: [2024 Div C West MC-G Teams Leagues Homerooms](#)
3. Tournament Venues Map: [2024 Div C West MC-G Tournament Venue Maps](#)

Awards Ceremony

5:30 PM, Sat 2/10/24, Globe Hall, Humanities and Technology Building

[See below](#) for details about restricted attendance due to space limitations.

Signed Team Rosters

We ask that teams submit their signed team rosters (the "Principal Verification" forms) by 6:00 PM on Friday, 02/09/24. These forms should be filled out using the following Google Form: [Principal Verification Form](#)

This form can be edited until 7:00 AM on 2/10/24 at which time all submissions will be locked and your team roster cannot be changed.

Important: The absolute deadline for signed team rosters is 7:00 AM on 02/10/24, otherwise teams without submitted Principal Verification Form and student roster will NOT be eligible to compete.

Teams Promotion to State Finals

For schools represented by multiple teams at the Tournament, please, be advised that only 'Team A' (aka 'the Varsity Team') will be considered for team Trophy awards and for promotion to the State Finals competition. Team A is assigned the smallest possible number among all team numbers allocated to a particular school (for example,

if Awesome HS sends three teams that are assigned numbers C17, C18, and C19, then Awesome Team A is assigned the number C17).

Build Event Signups

Walk-in event signups are open from Jan 29 - Feb 8, 2024. These can be completed by a registered coach using the following Google Form:

[2024 Div C West Build Event Sign-Up](#)

Additional instructions to follow separately.

Signups are first come, first serve. Teams that submitted their signup are given a preference of their registered time for the event. Teams without a signup may compete as a "walk-in" for the event but may be deprioritized behind teams with a signup. Order of team running is at the final discretion of the Event Supervisor.

If your team knows that they are not planning to compete, please indicate that on the link above, if your team changes their mind on the day of the event walk-ins will be accommodated if time is available.

Please, check frequently the link below for any updates on event status or specific guidelines.

[2024 Div C West - Event Status and Updates](#)

Trial Events

Two following tests will be offered as trial events:

- [Botany C](#) (Walk-in Block 1, 2, or 3), BE Room 158.
- [Science in the News C](#), (Walk-in Block 4, 5, or 6) BE Room 158.

Alternate students are encouraged to participate in trial events. No signup is required, teams can participate in the trial events on a walk-in basis. Please, refer to the Rules in the [2024 Div C West - Event Status and Updates](#) file.

Tournament Day Check-in

Starting at 7:15am, teams should check in at the lobby of BE on tournament morning, where they will sign in and pick up their team packet, which most importantly will have their 15 team wristbands with team numbers indicated. **Only a registered coach on file is allowed to pick up the team packet.** If the team wishes a different (non-student) member to pick up the packet, you must communicate to tournament staff prior to the tournament.

Student Wristbands - <https://www.soinc.org/wristband-procedures>

In order to compete in any event**, all students **must** be properly wearing their team assigned wristband to their event. These wristbands are provided in the packets at check-in. If the student/team has any issues with wristbands, the student AND coach must come to tournament HQ, and ONLY a tournament official may alter or replace wristbands as deemed appropriate. Alternate team members are not provided wristbands.

***Except for trial events, where alternates may compete*

Tournament Day Communication

This guideline (and all provided links) will be considered a live document, subject to change. Please check the documents frequently to see if there are any changes or updates throughout the day.

This current guidelines are located at: [2024 Div C West MC-G Regional Tournament - Guest Information](#)

We encourage coaches to physically come to tournament headquarters (lobby of BE, tables covered with red cloths) if you have any issues or requests. (Note, this includes filing appeals)

If you have any issues that you cannot bring to BE, you may contact:
Dr. Serguei Kozlov (Tournament Director): (301)-788-8607
Dr. Marianne Kramer (Executive State Director): (937)-475-1252

Dr. Robert Bruce (Div C West Appeals Committee) 973-362-5836
Stephanie Doodigian (Div C West Appeals Committee) 443-858-6206

Appeals

Coaches have the right to appeal incidents they believe affected their team in an unfair manner in an event. Full appeal rules appear on the appeal form, which can be obtained from tournament officials (in the BE lobby).

The base rules:

- Appeals must be filed by a coach on record with the team
- Appeals must be filed within 1 hour of an event concluding
- Appeals must reference a defined event rule, tournament policy, or SO guideline to be properly considered
- Appeals should be filed with a Tournament Official (e.g. Tournament Director), NOT with an Event Supervisor or other event volunteer

We generally recommend coaches speak to an event official as soon as possible before filing an appeal. Around 95% of the time, impacts can be fixed in real time without a formal appeal being necessary.

Appeals will be adjudicated by a panel of minimum 3 event officials (i.e. the Appeals Committee), and their judgment is final.

****Note** that in the case of appeals involving materials the students bring to the event (such as vehicles, planes, notes or logs, etc.), students must leave their materials at the corresponding event for the appeal to be considered. Coaches are encouraged to discuss this with their students as event rules generally require the appeal be disallowed if students leave with their materials.

Event Times

Unless an event is listed as a “sign-up” event, teams are expected to compete in their assigned time block as indicated on the event schedule. Please, be advised that teams will not be allowed to switch their assigned time blocks for any reasons.

Awards Ceremony and Results

Please, join us at 5:30 PM on Sat, 02/10/24, at the Globe Hall location (HT Building of MC-G Campus, see provided maps) for our first in-person MSO Regional C West Awards ceremony after the COVID-19 pandemics! While we are extending this invitation to all competing students, we would like to kindly ask only one adult person per school (a team coach or an assigned parent) to enter the Globe Hall, to comply with space limitations and sanitary considerations. Such a person needs to wear a blue wristband to be admitted to the Globe Hall.

Full sets of team scores and results will be available to coaches through Scilympiad by 10:00 PM, 02/10/24.

Awards Delivery

Teams/coaches who do not plan to attend the Award Ceremony are strongly encouraged to designate in advance a person who will be gathering their team's awards at the event. Please, communicate the name of such a person by filling corresponding fields in the [2024 Div C West Build Event Sign-Up](#) form.

After the Awards ceremony, tournament staff will coordinate with team coaches to either drop off or ship awards that will not be collected during the in-person Awards ceremony.

Note: We are unable to send awards individually to students.

Score Inquiries

Coaches may make score inquiries (appeals) within 24hrs of score release. These should be emailed to mso.divisionc.west@gmail.com. Please note that inquiries must indicate an expected error or issue, stating “I thought my team did better” is not a valid initiation for an inquiry.

Also be aware, tournament staff will not send copies of tests to teams in this process.

Additional Information

Lunch (an assortment of Potbelly sandwiches, cookies, chips, and water) will be served to tournament volunteers only. Lunch will be provided starting at 12:00pm, in Rm. 151/152 of BE building. Tournament volunteers, support staff and MSO officials eligible for volunteer lunch will be identified by a green wristband. We appreciate instructing your students and their parents (unless the latter assist at the tournament, registered as volunteers and receive a green wristband) to refrain from taking food items from the volunteer lunch table.

Please, be also advised that multiple classes and other educational activities will be underway in all four buildings allocated to the Tournament venue. We appreciate your cooperation in advising and monitoring your students to respect MC college attendees and faculty involved in class activities and keep the noise level to a minimum.