



2020 San Diego Regional Science Olympiad Bulletin #12

Email sent to coaches dated: February 14, 2020

Hello Coaches,

Please mark your calendars for the following important due dates:

Volunteer Signup opens 2/18/2020 7:00 PM and closes 3/7/2020 7:00 PM

Event Signup opens 2/25/2020 7:00 PM and closes 3/7/2020 7:00 PM

Head Coach Roster due 3/7/2020 7:00 PM

Clarifications close 3/7/2020 11:59 PM

Assumption of Risk and Release of Liability Agreement due 3/14/2020 7:00 PM

Digital and Signed Roster of Participating Students due 3/14/2020 7:00 PM

Head Coach Certification due 3/14/2020 7:00 PM

Team Photos for Awards Ceremony 3/14/2020

Volunteer Signup

2/18/2020 7:00 PM to 3/7/2020 7:00 PM

Link to sign up: <https://scilympiad.com/san-diego-so/Volunteer/VolOps>

Volunteer opportunities will be published at the above-mentioned date and time

Participating schools are responsible for sending one adult volunteer per registered team to serve as a proctor, except for schools sending 6 teams. Schools sending 6 teams are required to provide 7 adult volunteers. For the purpose of San Diego Regional, adult is defined as a college student or an individual who is at least 21 years old. It is not possible to run San Diego Regional Science Olympiad Tournaments without adult volunteers.

Proctors (school volunteers) must be available generally from 6:45 AM to 3:45 PM. We cannot break assignments into shifts because volunteers will be trained prior to the start of testing and it would be time consuming and disruptive if we institute shift changes. Volunteers may not leave for lunch break or leave early. They are required to stay the entire shift. San Diego Regional reserves the right to adjust volunteer requirements including switching roles and responsibilities to meet tournament needs. Note, no minors shall accompany proctors (school volunteers) while performing proctor duties.

Exemption

Schools new to Science Olympiad and schools with only one team of 6 participants or less are exempted from providing volunteer proctors. "Can't find volunteers," Title 1 schools, etc. do not meet exemption criteria from volunteer requirements. We appreciate your understanding.

Link to school volunteer guidelines and policies: <https://scilympiad.com/san-diego-so/Volunteer>

As a token of appreciation, lunch will be provided to San Diego Regional school volunteers.

Instructions for Head Coaches

Please coordinate with your school volunteers to ensure they do not sign up more than half of the number of proctor spots for any event. For example, if an event requests 10 spots, one school cannot sign up more than 5 spots for that event. The goal is to have representatives from different schools for each event to

ensure integrity of the competitions. In addition, please remind volunteers not to sign up for events in which their child is competing.

One email per volunteer. No sharing of emails. Unless head coaches are volunteering, please do not use your information as place holders. It was challenging to sort through the roster for accuracy due to email sharing (one email for multiple proctors) and head coaches using their information as place holders.

2 Ways to sign up

1. Forward the Volunteer signup link to your volunteers <https://scilympiad.com/san-diego-so/Volunteer/VolOps> (volunteer opportunities will be published at the above-mentioned date and time) or
2. Head Coaches can sign up for their volunteers by using the volunteer's own email, first and last name. If this is the case, you must click **"switch volunteer"** after signing up for each volunteer.

Volunteer Signup Instructions:

- Click on Volunteer Opportunities link at: <https://scilympiad.com/san-diego-so/Volunteer/VolOps>
- Click on Sign in link to sign up
- Either Log in or enter Email, First Name and Last Name
- Select School Affiliation from the dropdown (if prompted)
- Click on "Take this Spot" link of the preferred spot. Note, only one proctor spot per volunteer (email)
- Confirmation email will be sent upon signup or cancellation; therefore, email must be accurate

After school volunteers have signed up, head coaches are requested to verify that the volunteers have met the following criteria:

Volunteers have not signed up more than half of the number of proctors needed for any event.
Child is not participating in the volunteered signed up event (no conflict of interest).

Head Coach Verification process

- Log in
- Click on Coaches
- Head Coach Dashboard
- Verification/Checklist (Readiness heading)
- Volunteer/Proctor

Names listed without assignment indicate registered members associated themselves with your school but did not sign up to proctor or previously signed up then cancelled.

Exemptions from volunteer requirement:

- Schools new to Science Olympiad
- Schools with only one team of 6 participants or less

Event Signup

2/25/2020 7:00 PM to 3/7/2020 7:00 PM

In order to compete in the scheduled and self-scheduled events (23 events), teams must sign up online during the specified period. No walk-in. Event Sign up is located in the Head Coach Dashboard. Make sure to turn on popup in your browser if you have multiple teams.

Self-scheduled events are typically device events that allow coaches to select timeblocks that best fit their schedules, and teams from the same school can be in different timeblocks, with exceptions of Detector Building C and Sounds of Music C, which require all teams from the same school compete in the same timeblock.

Scheduled events are typically academic events that require all teams from the same school to stay in the same timeblock. Teams and scheduled events are pregrouped and preassigned so that only a certain timeblock is available to each school to sign up.

Group assignments for scheduled events are posted under Resources menu, Useful Documents, Category 'Testing Group Assignments'. Use the school testing grouping assignment then follow the assigned label (B1, B2, C 1, C2, etc.) on the schedule of events to determine school's testing schedule. The online scheduled event signup should be consistent with your testing group assignment and schedule of events.

Use Assign Students to Events under Submit Student/Team Roster for event and schedule planning. The information entered is for your use only and will not be sent to San Diego Regional.

Event signup rosters will be used for attendance sheets. If teams are not on the event signup rosters, Event Supervisors may not permit teams to compete. Please sign up based on maximum projected event participation level. NO SHOW is acceptable and expected but NO WALK-IN for any event. Verify your teams' event signups in the Head Coach Dashboard, Event Signup, Show all my signups. Your teams will only be permitted to compete in the events listed at "my signups."

Recommendation: Sign up for self-scheduled events first as number of available spots per testing block is limited and some will fill up quickly.

Mission Possible B

Teams competing in Mission Possible B should check-in at the beginning of the timeblock that they signed up for or at the end of the previous timeblock to ensure sufficient time for setup and testing.

Head Coach Roster due 3/7/2020 7:00 PM

Head Coach Roster is located in the Head Coach Dashboard, Registration, Invite Coaches. Teams managed by the student board, please nominate an adult and include such adult in the head coach roster. Please inform the designated adult to be available at Team HQ throughout the day. The number of head coach wristbands issued will be based on the due date.

Clarifications close 3/7/2020 11:59 PM

Event Clarifications will be submitted directly through the State Clarification system at: <https://www.socalscioly.org/?tab=clarifications>

Questions related to tournaments/logistics/non-event related questions will continue to be submitted through San Diego Regional website at: <https://scilympiad.com/san-diego-so/QnAs/NonEvents>

Assumption of Risk and Release of Liability Agreement due 3/14/2020 7:00 PM

San Diego Regional SO participants, parents, volunteers, proctors and guests attending the San Diego Regional Tournaments are required to complete the Assumption of Risk and Release of Liability Agreement.

Online Assumption of Risk and Release of Liability Agreement is now available as of 1/20/2020

The Assumption of Risk and Release of Liability Agreement in pdf is located in the Head Coach Resources and at Tournament Updates webpage

Coaches - if you have to manually use the mentioned form for your teams, please collect the executed copies, scan and upload them to the San Diego Regional portal (function at the Head Coach Dashboard, Upload Documents). San Diego Regional will not accept hard copies.

If anyone wishes not to be interviewed, photographed, and/or video recorded, he/she must notify the San Diego Regional SO photographers and/or videographers and to remove himself/herself from the interview, photo and/or video situations.

Head Coaches are responsible for collecting and validating the executed agreements.

Digital and Signed Roster of Participating Students due 3/14/2020 7:00 PM

To align with Southern California, principal signature is required for team rosters. Export team roster, obtain principal's signature and one head coach's signature, then upload the completed form to the San Diego Regional portal by 3/14/2020 7:00 PM

Function is located in the Head Coach Dashboard, Compliance, Submit Student/Team Roster, Principal Certification

To export team roster, you have to complete "Assign Students to Teams" first. Team may have up to 3 alternates and they can be the same for all the teams within that school. If alternates are listed, they may be substituted in the online roster up to the team's check-in time. The roster is deemed final upon check-in and teams have received their student wristbands, no further changes can be made to the online roster after check-in. Prior to check-in, any substitution must be done online to reflect in the final roster.

Color-coded Student Wristbands

Division B – Green

Division C – Blue

Number of student wristbands issued will be based on the digital team roster as of 3/14/2020 7:00 PM. Note, student wristbands are blanks, no team information will be printed on them. Teams are strongly encouraged to print their own badges with the following information on them: Team #, Team Name and School Name. Teams will be asked to fill in the mentioned-information on event tests and checklists. Failure to properly complete Team #, Team Name and School Name may affect team's score

Team Photos for the Award Ceremony

Due 3/14/2020

Teams are invited to submit photos for the Awards Ceremony. Function is located at the Head Coach Dashboard, Upload Documents

Head Coach Certification due 3/14/2020 7:00 PM

Team wristbands will not be released until the following tasks have been completed and you have submitted the online Head Coach Certification (Head Coach Dashboard, Compliance, Verification /Checklist, Head Coach Certification):

Digital Roster of Participating Students
Signed Roster of Participating Students
Releases received and verified
Volunteer requirements met or waived

Digital Roster of Participating Students
To confirm the accuracy of the Digital Roster of Participating Students go to:
Head Coach Dashboard
Submit Student/Team Roster
Assign Students to Teams – here double check that students are assigned to the correct teams and the same information is in the generated pdf for principal verification

To confirm uploaded Signed Roster of Participating Students go to:
Head Coach Dashboard
Upload Documents
Uploaded files

To confirm and verify submitted digital Assumption of Risk and Release Agreement go to:
Head Coach Dashboard
Verification / Checklist
Releases – it lists all participants, parents, etc. whose releases have been signed

To confirm and verify submitted pdf Assumption of Risk and Release Agreement go to:
Head Coach Dashboard
Upload Documents
Uploaded files

To confirm your teams have met the volunteer requirements go to:
Head Coach Dashboard
Volunteers/Proctors verification
Confirm current list of volunteers representing your school

Reminder: participating schools are responsible for sending one adult volunteer (college student or at least 21 years old) per registered team, except for schools sending 6 teams. Schools sending 6 teams will be required to provide 7 adult volunteers. Schools new to Science Olympiad and schools with only one team of 6 participants or less are exempted from providing volunteer proctors.

After completing and verifying the above-mentioned tasks, submit Head Coach Certification by go to:

Head Coach Dashboard

Verification/Checklist

Head Coach Certification

Online submission of Head Coach Certification will signal Regional team that the required tasks are completed and student wristbands can be released.

Please continue to check the San Diego Regional Science Olympiad website for up-to-date information, including Tournament Updates at: <https://scilympiad.com/san-diego-so/QnAs/doc/tournament-updates>. Tournament Updates webpage is your primary source of tournament communications. Don't forget to scroll all the way down for the site logistics section.

Thank you for your cooperation and appreciate your timely action.

Sincerely,
Zoom Duong

Zoom Duong, Regional Director
San Diego Science Olympiad
<https://scilympiad.com/san-diego-so>