

EVENT SUPERVISOR 2024

Again, thanks so much for your help - without you this day could not take place.

Here are the items we need to share with you.

Contents of your supervisor envelope:

(Most documents are also available here: <https://scilympiad.com/uakron> click "Event Supervisors", then "Event Supervisor Dashboard", then the "Documents" button.)

- A Room Sign, and an index card with stickies for hanging. PLEASE hang the sign outside your room and remove it at the end of your event.
- A copy of the official event rules for your event, and event FAQs and rules clarifications. Please review!
- A copy of the Code of Ethics & General Rules from Science Olympiad
- An event schedule printed with wristband colors for checking student schedule compliance (see below)
 - *You are invited to watch other open events.*
- A campus map that indicates the buildings that we are using today.
- Score entry instructions and blank score sheets.
 - We prefer you use the "Event Supervisor Dashboard" on the Scilympiad system <https://scilympiad.com/uakron>. Scores can be entered online in many different formats. Contact the Scoring Master at ARSciOly@uakron.edu and s/he can change your score entry method.
 - **Scores entered via Scilympiad automatically flow to the scoring room – BUT STILL VISIT US to verify your scores and turn in your tests/materials/supplies.**
 - Alternately, Excel scoresheets were emailed out. Paper sheets are in your packet. You may e-mail an excel score sheet, or a photo of your paper score sheet to ARSciOly@uakron.edu. **Text/call 216-536-7581 if you email, so we know to look for it. Please still drop by the scoring room SRWC 245 to verify your scores.**
- A score counseling sheet to review before you turn in your scores to check that you have all bases covered for scoring. *Please review to be sure you completed all scoring actions.*
- A yellow Evaluation Form that we hope you will complete, so that we can make next year's Sci Oly even better.
- A copy of the Coaches' Letter, so you know student/team expectations.
- **A list of teams with coach cell phone numbers.** (Please return this sheet with your scores, or shred it.)
- **A list of important phone numbers in case you have a problem. If you have a problem or an irregularity, please call. Two heads are better than one. Let's talk.**
- A garbage bag for event leftovers/refuse.
- **A STOP-THINK** mini-poster to remind parents that they can't help their students during actual competition.

General Procedure:

- Teams will have colored **wristbands** and these colors will match your colored schedule. Some schools send two teams. Their wrist bands will have XXXX or ==== printed on them. Please see that these double teams sit in separate places. The xxx student should sit with the other xxx student, and the === student sits with the other === student. Team crossover is not allowed.
- Students should NOT be disqualified unless they are abusive, disrespectful, or blatantly breaking the rules. Those not in complete harmony with the rules or spirit of the rules should simply be ranked below all of those who adhere to the rules.
- Please have tie breakers - and do not use *time* to complete as a tie breaker unless it is specifically allowed in your event rules. Adding 0.2 or 0.5 to the tie-breaker column to bump up the slightly better team usually works well.
- **Please return all event materials** in the original envelope **to the Official Scorers room – SRWC 245.**
DO NOT share rankings/standings with ANY students or coaches. See exception next line.
EXCEPT: Build events, where INDIVIDUAL check-list papers must be reviewed with the team and signed by students after they test their device.

**PLEASE END ALL EVENTS ON TIME!!!!!! STUDENTS NEED TIME TO TRAVEL BETWEEN EVENTS
(If you run late you could potentially ruin a dozen or so other events!)**

You are invited, not obligated, to attend the Awards Ceremony, which should begin about 5:30pm in the Student Recreation and Wellness Center and last approximately 1 hour