Coaches’ General Notes

TO: Spanish Academics and ESOL Coaches
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Subject: General Information
Date of Event: April 8th, 2017

Our event will be on Saturday, April 8, 2017 at 8:00 am. Everyone is looking forward to the event. At this time, I will like to take the time to “Thank you” for your dedication and commitment as a Spanish/ESOL Academic’s coach.

Feel free to contact me through Remind code: @ha4eh or by text at 81010 type: @ha4eh

Attached are notes that will help you and your students prepare for this event.

Keep in mind:

- School uniforms should not be worn by students on the day of the competition.
- Students should not mention their school/campus to the judges. They will not ask for that information. Judges will ask the students for their school code. This code will be assigned to your campus during registration.
• Cell phones and electronic devices are forbidden in the competition room. Sponsors keep those items for students during competition.
• In the competition rooms, students will sit facing the front of the classroom. Judges will sit at the back of the classroom, behind the students.

Competition Logistics:
1. Registration will **start** at 8:00 a.m. and will **end** at 8:30 a.m., as soon as each campus has all team members present they need to register. No partial registration. Be punctual, as no late arriving students will be allowed to join the competition.

   Please, have your full team on campus for registration. Each coach and his/her team (including alternates) need to be present on CRMS campus to register. ONLY coaches will need to report to the registration area for registration. Names of participants and room assignment will be posted on cafeteria.

   After registration, Coaches will need to keep their team (alternates) in the Cafeteria and be with their respective team ready for Round One.

2. Upon completion of registration, coaches are to insure that their participants have filled-out two copies of the evaluation forms. One for Round One and one for Round Two. All participants will read twice (Round One and Two)

   ![Use ink to fill out the forms!](image)

   The judges will fill out the **Final Round Evaluation Forms**.

3. At the start of the event, students will be called as a group and be guided to their competition room.

   At the end of Round One, students will have a supervised restroom/water break and return to the same classroom to read to Round Two judge. Students must not return to the gym after Round 1.

4. Students will be escorted to their competition room. Coaches will remain in the gym until the end of Round One. At he end of round one, coaches will be asked to report to their assigned classroom to take those students for a water/restroom break.

   Coaches will insure that all students return to their original classroom, ready for Round Two. Coaches are to remain with students until after judge for Round Two reports to the classroom.
5. **Round Two**
   After the supervised student break, coaches will wait for Round Two Judge with his/her assigned group. Have students sit facing the front of the classroom with Round Two evaluation form already filled out. Once the Judge has reported, tell Judged that he/she may start Round Two. All student’s assigned to your care must be present before beginning with round two.
   *Check with neighboring coaches that all students are in place ready for Round Two to start.*
   *Please, try start Round Two for all classes at the same time. Close the classroom door after telling the judge to start Round Two.*

   Coaches return to cafeteria after all classrooms have started Round Two. At the end of Round Two, judges will dismiss the students to the cafeteria. If you notice that it is taking too long for round two to start please one of the students in the hall to locate me.

6. **Volunteer students** will take care of registration, judging, and tabulation. School codes will be revealed to the tabulators until after finalists are determined on paper. Tabulators will be given school codes at the end of all tabulation. No school code will be revealed to anyone until after the winners’ names are identified.

7. **Awards** there will be three finalists (three medals awarded for the top Prose/Poetry performances). A **sweepstake trophy** will be awarded to the campus with most points in the competition.

   *Coaches who have 6 participants (3 poetry/3 prose) in the event will be recognized at the end of the event.*

8. **Concession Stand** if available Menus of such sales will be posted on campus.

9. **No school uniform, nor mention of campus to judges.**
   Judges will be asked not to hold personal conversations with the contestants. An innocent conversation, sometimes, can be misunderstood by students as something else.

10. **Students after the event**
    Sponsors, it is your sole responsibility to ensure that all of your students are safely on their way home after the event. Do not leave students to wait for their parents on their own.

11. **Registration time: 8:00- 8:30 am**
    Sponsors will report to registration area, TECH DOME, no partial registration.
April 8\textsuperscript{th}, 2017
Camino Real Middle School, 9393 Alameda

CONTEST SCHEDULE

8:00 AM  Registration- Coaches must register their students at least 30 minutes before contest.

8:30 AM  Round I- Spanish Poetry & Prose

9:30 AM  Round II - Spanish Poetry & Prose

11:00 AM Finals – Spanish Poetry & Prose

12:30 PM  Round I - ESOL Poetry & Prose

1:30 PM  Round II - ESOL Poetry & Prose

2:30 PM  Finals - ESOL Poetry & Prose

3:30 PM  Awards
Very important:

- No cell phones are allowed in the competition rooms. Coaches are asked to keep cell phones.
- No gum chewing during the competition. Coaches will ask students to discard gum for the competition.
- Out of respect to participants, no talking will be tolerated.

Contestants will serve as the audience to the reader at hand; no individual readings should be taking place while the rest of the contestants wait in the hallway.

Please check your enclosed student roster,
There are no changes or new additions to the roster on the day of the competition.

Additionally, I will e-mail you a copy of the set up on how you will help with the supervision of students for first and second rounds of competition.

For the final round UTEP students will take finalists to their competition, Final Round. There will be 6 finalists for Poetry and 6 finalists for Prose.

It’s my pleasure to make this experience as enjoyable one for our students and you the coaches I thank you in advance for all that you have done and will do to celebrate your students participation on Saturday.

Please, e-mail me with questions if I don’t receive a note from you about the spelling of your rosters names I will assume that everything is fine as is.

There will be no changes or additions only alternates listed will be able to substitute original contestants

Thanking you in advance!

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