JANUARY COACH MEMO

To: Region 12 Coaches

From: Chelsea Ridge, Co-Director
Karen Meyers, Co-Director
Karen Matchett, Assistant Director
Kathy Agee, Assistant Director
Diane Miller, Assistant Director

Date: January 15, 2016

Re: Michigan Science Olympiad Region 12 Tournament – March 19, 2016

All our communications will be done electronically. This is the first of two communications you will receive. The next email will arrive in early March. Please read this memo carefully and return the requested information and fees by specified dates. The Pre-registration form must be completed online:

- Pre-register on-line at http://gvsu.edu/mso-r12/prereg (credit card and check options available)
  - Email (wattersm@gvsu.edu) if experiencing registration problems.

NOTE:
- Changes or important information are in bold.
- The Region 12 Michigan Science Olympiad Regional Tournament headquarters and ceremonies will be in the Fieldhouse. Parking will be in lots C, F & G located around the Fieldhouse.

**ADMINISTRATIVE INFORMATION**

| Team Number | Your team number is listed on the website. This is your official regional number (randomly assigned) and all events will be scheduled using it. Please be sure team members know this number. |
| Schedule | A TENTATIVE schedule is posted. We anticipate running all events listed. Notice impounding deadlines and locations of events. Considerable effort has been made to match the Regional to the State schedule; however, due to time and facility constraints Regional, State, and National schedules differ. A flexible team would be helpful if adjustments are necessary. |
| Pre-Registration Form & Fee | Please pre-register online and pay the $50.00 fee no later than February 5, 2016. The Pre-registration form is on-line: www.gvsu.edu/mso-r12/prereg. |
| General Volunteer List | Each school is encouraged to provide volunteers. Volunteer sign-up is on-line at http://gvsu.edu/mso-r12/vol. Please encourage your volunteers to visit the site to sign up by February 22. We will contact volunteers in early-March with tournament assignments. |
| Self-Schedule Request Online | The Coaches Portal will be used for self-scheduling. Selections are made on a first come-first serve basis. Scheduling begins at 8:00 a.m. Monday, February 22 and closes Sunday, March 13 at 5 pm. Your school’s Self-Schedule information can be printed AND DOWNLOADED from the portal. |
| Team Rooms/ Gathering Places | All teams will be assigned space on the bleachers in the Fieldhouse for the opening and closing ceremonies. We will assign each team shared space in one of our classrooms. |
• Please indicate on the Pre-Registration form the name of the school with whom you wish to share space.
• Meals/snacks for your team are allowed, but please leave the room as you found it. Team tables with food may only be set up in team rooms.
• Valuables should not be left unattended in any area.

Teams may only use assigned rooms and formal gathering areas.

COMPETITION INFORMATION

Event Notes • Pay special attention to the webpage (www.gvsu.edu/mso-r12). The Event Notes will be posted there. They are as binding as the official rules and reflect how the Regional Tournament will be run.
• The Clarifications and FAQs posted on the Regional, State, and National websites will be applied.
• We will not make any changes after the February 22nd deadline.

Wireless Internet Access Public wireless Internet access will be available on the GVSU Allendale campus. Guest passwords will be distributed on the day of the event.

Practice Session Practice sessions will be Wednesday, March 9th, 3-6 p.m., during the GVSU spring break. Check the website for additional information.

Wristbands/Team Jersey • We will be providing team (including alternate) wristbands for the 2016 competition. Each team will receive them at the Coaches registration table before the Welcome Ceremony.
• All students must wear the wristbands. The team may also wish to wear other identifying clothing such as team shirts or hats.

Devices All devices, must be constructed by current team members or alternates. We are asking each coach to sign a statement that team members have built the devices. This affidavit will appear on the team registration form you turn in on March 19th.

Impounding All impounding takes place at the event sites. Check the March Coaches mailing and the schedules for specific impound instructions.

Team Composition • A Division C team can have a maximum of 7 twelfth graders.
• A Division B team can have a maximum of five (5) 9th grade students as permitted on a Division B team. Because middle schools that do not have grades 7, 8 or 9 are at a slight disadvantage, they may invite any combination of up to five (5) of their last year’s 6th, 7th, or 8th grade students to be part of the team.

Substitutions • Coaches can make substitutions in events if the substitute is either one of the fifteen registered students or alternates.
• A Substitution Form must be completed for alternates only (by the head coach) at headquarters, located in 192 Fieldhouse.

Trial Events Trial events will NOT count toward team scores. The events are intended for alternates, but registered team members may participate. Please indicate whether you will compete in any of these events on the Pre-Registration form.

Special Recognition We will continue to recognize the team with the most improved score in each division (excluding teams which will go on to the state competition).

FOOD, RECREATION AND ENTERTAINMENT INFORMATION

Entertainment/ R & R The Kirkhof Center, the Big Screen Theater (Kirkhof), the Rec Center, the swimming pool, and the climbing wall provide participants with the opportunity to relax or unwind during non-competitive times. Information on specific recreational activities will be posted on the Region 12 MSO website.

Contact Chelsea Ridge with questions or concerns:
e-mail: ridgec@gvsu.edu  phone: (616) 331-3172