Where Do I Start?
Talk to Administration: Your principal is your first source of support. Let them know your intentions and ask for support. They will need to sign paperwork and are a great resource when trying to find funding and support from the community.

Who Do I Contact?
New Coach Support: Whitney Richardson wdreiner@ncsu.edu
Janet Pride jpride@wcpss.net
Regional Questions: Your Regional Tournament Director (see website)
Additional Questions: Kim Gervase kdgervas@ncsu.edu

Seek School Support: A team can be run by one dedicated coach...but more help means less stress! Seek out faculty members and/or parents to assist with coaching.

Call an Interest Meeting: The best time for this is after school. Students will need the following information in order to make an informed decision:

• Introduce your coaching staff
• Time Commitment: How often will they need to meet, how much will they need to work outside of school on their own, etc.
• Applicable Costs: Many clubs ask for dues for materials, t-shirts, and registration.
• Event Information: Familiarize yourself with event rules and explain to students how the event schedule works. Have them turn in to you six events they would be interested in doing. This gives you options in placing them in events they are really interested in.
• Inform of Policy: Students will need to know organization rules, school expectations, and NCSO policy.
• Send home a parent letter and teacher recommendations

Choosing Your Team: How you choose your team varies from school to school. Please emphasize the importance of team work and dedication to the organization. Students should be strong role models and good representatives of your school.
**Student Roles:** Asking students to assist in the management of the team is a great way to help them feel connected and responsible for their successes. Student roles could include (but are not limited to): Team Captain(s), “Paper Person” (secretary), Progress Monitor(s), Website Watcher(s).

**Items to Consider:**
- Cost for registration is $300.00 per team. Registration fees cover registration for States if your team advances.
- In order for students to be most successful, they must know and understand their events. Assign events (and back up events) in enough time for students to become comfortable with the content.
- Team materials can be pricey: budget accordingly and don’t be afraid to fundraise/ask for support.
- Stay up to date on changes through the webpage [www.sciencenc.com](http://www.sciencenc.com)

**Before the Tournament:**
- Schedule your buses EARLY.
- Have a “Game Plan” for the big day (location for meeting, give parents information, etc)
- Make sure ALL PAPERWORK is signed by students and administration.
- PRACTICE. PRACTICE. PRACTICE. Build and re-build engineering events. Practice with sample tests for written events. Practice makes perfect.
- Ask Questions! We’re here to help. Email New Coach support staff if you have any concerns!

**Tournament Day:**
- Arrive early in order to pick up your registration packets and wristbands
- Find your home base and ensure that your students have maps (it is a good idea to have students familiarized with the location prior to tournament date)
- BRING A TEAM OF CHAPERONES: You can’t be in all places at once, and tournament days are hectic. Chaperones for your team will be necessary.
- Plan for a BUSY day: Have a game plan for lunch and (if necessary) dinner after the tournament.

**After the Tournament:**
- Check the website for information regarding team ranks and medals.
- If your team advances to the state competition, please be certain to make hotel reservations (if necessary) as early as possible!