

Coach Checklist – Membership # _____

TEAM INFORMATION

Name:	Grade:	Work Team(s)	Parent(s) Name	Parent(s) Contact
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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LOGISTICS

- Register team online on membership site of www.odysseyofthemind.com
- Pay team registration
- Add any additional names to team from original registration
- Start finding tournament volunteers – each team is required to find one judge (training involved) and one Tournament Assistant

TRAINING

- Complete Online Training (required for new coaches, optional for returning coaches)
- Register for In-person Training
- Complete In-person Training
- Review and utilize Coaches' Website at <https://sites.google.com/site/utahootmcoaches/>

LONG TERM PROBLEM SOLUTION

- Read the problem (multiple times)
 - Read the program guide (multiple times)
 - Read the problem clarifications at www.odysseyofthemind.com (check weekly before practice)
 - Create a timeline for practices
 - Brainstorm solutions with team
 - Create a team Code of Conduct with the team to minimize discipline issues
 - Enlist parent help/support as needed
- The role of the coach is to ensure that the team understands the long term problem, comes up with a solution that meets all of the required components of the problem, and facilitate team issues and processes.*

SPONTANEOUS

- Give parents spontaneous problems to have them make spontaneous packets (for hands on problems)
 - Practice spontaneous at every practice (several problems available online on coaches website and other state websites)
 - Determine who will do which kind of problem well before tournament so that the team is ready
- The role of the coach is to make the team practice spontaneous over and over! Don't forget about it as the team gets into long term solutions – remember to use it as part of the process for developing the long term solution!*

TOURNAMENT PREPARATION – MARCH 29, 2014 PARK CITY HIGH SCHOOL

- Attend a pre-tournament webinar
- Review the Coaches Website frequently for updates about tournament logistics
- Review the required forms section and make sure all of the forms are filled out prior to tournament
- Make sure parents know exactly when the team needs to be at the tournament site – ready to go

RESOURCES

- Like us on Facebook to win great things and stay up to date www.facebook.com/utahodyssey
- Coaches' Website: <https://sites.google.com/site/utahootmcoaches/>
- Coaches' Mentor
Allen Zachry, 801-707-6289
Coachesmentor@utahodyssey.org

