

## A Coordinator's Responsibilities

1. Register the membership with the national Odyssey of the Mind program.
2. Work with the membership's administrators to advertise the program to students, parents, faculty, etc. Your regional director can help with this by presenting an awareness session.
3. Attend one of the coordinators' meetings. **READ ALL INFORMATION CAREFULLY.**
4. Sign up coaches and create teams. How teams are formed is up to each individual membership, but each team must have at least one coach; two is better. Your regional director can give you tips in this area.
5. Copy all information provided at the coordinators' meeting or online, and distribute it to coaches. Decide if each team is responsible for securing a judge and/or worker or if the membership will handle that. **VERIFY THAT ALL COACHES, JUDGES, AND WORKERS ARE APPROVED VOLUNTEERS ACCORDING TO YOUR MEMBERSHIP'S PROCEDURES.**
6. Provide your contact information in writing to the coaches so they can inform you of any questions, concerns, or issues that arise.
7. Make sure each coach has a copy of the Odyssey of the Mind Program Guide. The guides can be downloaded free from [Odysseyofthemind.com](http://Odysseyofthemind.com).
8. Encourage all new coaches to attend one of the beginning coach's trainings. Ask all coaches to attend the refresher training. All coaches and teams would benefit from any workshops.
9. Make sure each coach knows the official membership name and number. Give each coach a copy of the membership card (download from national site after membership is paid).
10. Distribute any information sent by the regional director prior to tournament day. Usually this information will arrive via e-mail.
11. Collect all team forms, t-shirt orders, and registration fees prior to the respective deadlines. Use the information to register each team online at [www.odysseyofthemind.com](http://www.odysseyofthemind.com). Send some forms and the t-shirt monies together to the regional director prior to deadlines.
12. Remind all coaches to attend the **Coaches Who Care** meeting and all judges to attend judge training. Be sure to thank and remind them frequently prior to the scheduled day.
13. Encourage others from the membership to attend the regional tournament to support your teams. Make sure your membership has a banner for the awards ceremony.
14. Be ready to assist teams going on to state with hotel registration, state tournament fee, etc.