

SWSC Coaches' Meeting Agenda
Tuesday, August 30, 2016—4:15pm
Lincoln-Way West High School

- I. Call to Order—introductions & attendance
- II. SWSC Business
- III. Amend/Approve Minutes from spring meeting 2/16/16
- IV. Webmaster
 - a. Coaches Directory—should be up to date
 - b. Reminder: there are emailing lists created to email schools for your convenience
- V. Review Rotation of Officers
- VI. Host Schedules
- VII. Updates from Question Writer/Statistician
- VIII. Question Distribution
- IX. Discussion from spring meeting
 - a. Two sites (one with 6 schools, one with 7 schools)
 - i. 2 rooms per competition-unless host decides otherwise
 - ii. 1 judge per room—partner to grade
 - b. Review disqualification procedure (see back)
 - i. Voted on via email
 - ii. Change in handbook?
 - iii. Change on proctor instructions for next year? Was it changed for this year?
 - iv. Add to judges meeting agenda
 - c. Functions Oral—see spring meeting minutes
- X. Traveling trophies
- XI. Substitute judges
- XII. Other

Disqualification that was voted on via email:

For Proctors:

If there is an issue (cheating, cell phone use, inappropriate calculator use, etc.) where a paper or papers should be disqualified, the proctor should make a note of the reason and the time the incident occurred but should not address the issue with the student(s). If another proctor is in the room, verify the situation with the other proctor. The proctor(s) should make note of the situation on the top of the student paper(s) involved and those papers should be returned separately to contest headquarters. Please be sure of the behavior leading to a disqualification before making this decision.

Proctors say:

Please turn off and put away all cell phones, pagers, PDAs, watches, and other transmitting devices or items with audible tones now. Any students whose electronic device disrupts the competition will be disqualified. *(Allow students time to be sure that these items are turned off and put away.)*

and

Please turn off and put away all cell phones, pagers, PDAs, watches and other transmitting devices or items with audible tones now. Also turn off and put away all calculators, as they are not permitted in this event. Any students whose uses a calculator or whose electronic device disrupts the competition will be disqualified.

(Allow students time to be sure that these items are turned off and put away. Proctors should check that no calculators are available for student use during the event.)

In the manual

3. All cell phones, pagers, PDAs, watches and other transmitting devices or items with audible tones must be turned off and put away prior to the start of each competition. Failure to do so will result in the disqualification of the student.