

Pre-Olympiad Requirements

Event Supervisor Model

- WESO operates on a co-supervisor model. For each event, we identify at least two Event Supervisors who need to fully understand the event and prepare to lead the event.
- Duties shared between co-supervisors may vary. Responsibilities will depend on the nature of the event, the experience of the supervisors and their mutually agreed upon distribution of work. A WESO Board Subcommittee (the event committee) is available to help plan if needed.

Eligibility

- To avoid conflict of interest, Supervisors (and their family members) may not coach students in the event which they are supervising. They may not have their own child participate in an event they plan to supervise.
- Supervisor candidates are primarily adults, generally parents or members of the community-at-large. In some circumstances, high school students with significant WESO experience may assume a supervisor role. At least one adult co-supervisor will be required for each event.
- All candidates for Supervisor positions will be reviewed by the WESO Board and the event committee. The WESO Board, at their sole discretion, has the final decision over placement.

On-Boarding and Contact Information

- New Supervisors must meet with a WESO Board event committee to discuss the supervisor role. Ideally, co-supervisors will meet jointly with the committee member at a mutually agreed upon time and location.
- All supervisors must provide an email address and telephone number where they can be contacted.
- All Supervisors must attend the Event Coaches Workshop scheduled for January 30, 2019. The sessions run between 7:00pm-9:00pm. Plan to arrive 30 minutes early. This workshop is led by the Event Supervisors for the individual school coaches. It is a time to discuss the focus of the event, the rules governing competition, and an opportunity to demonstrate or briefly provide support for coaches.

Events

- Supervisors must have the event detailed description and schedule reviewed and authorized by the event committee by January 15, 2019 **prior** to posting/publishing.
- Supervisor requests for equipment/supplies to be provided to all participating schools must be made by December 15, 2018. WESO will do its best to provide what is requested, but cannot guarantee it has the budget or the means to provide all requested items.
- Supervisors must provide a written list of supplies needed to run the event at the Olympiad to their event committee liaison. An initial list should be submitted with the Detailed Event Description. *Modifications to the supply list, if needed, must be made by April 1, 2019.*
- Event exams must be submitted to WESO no later than April 15, 2019.
- You will be provided with details on the number of volunteers needed to run the event in 2018. Any changes to your volunteer requirements must be reported to the event committee by April 1, 2019.
- Please let the event committee know if you have selected/recruited volunteers that will work with you during your event. You should request a t-shirt for them.

Questions regarding Events

- All questions from the WESO community are to be directed to the WESO Board via the WESO website's Contact page. A WESO board member monitors incoming requests and will forward questions to the Event Supervisor(s) for a response. Responses are to be submitted back to the WESO email account.
- Please do not give your contact details out directly to school participants/coaches. If you receive a question directly from someone who knows you outside of WESO, please forward it and your answer to weso.science@gmail.com.
- All questions and answers will be posted on the WESO blog so that all schools can access the information.

THE EVENING BEFORE THE OLYMPIAD (May 10, 2019)

Supervisors are expected to sign-in and set up their event. There is also a Supervisor packet to pick up along with a WESO T-shirt. Set-up will likely be from 4:00-8:00 PM.

After setting up your room, you must review the safety procedures in your room for shelter and evacuation emergencies. If you cannot locate emergency procedures, contact a WESO board member. It is the Event Supervisor's responsibility to share safety and emergency information with volunteers in your location.

OLYMPIAD DAY REQUIREMENTS (May 11, 2019)

Event Supervisor expectations/protocols

- Proceed to the Supervisor room when you arrive. Sign-in and pick up any last minute information or materials. Wear your Supervisor t-shirt, please.
- Food and beverages will be available in the Supervisor room throughout the day. These provisions are intended for Event Supervisors, Academic Check-In Leads and Volunteer Leads only. Do not send your event volunteers to the Supervisor room. If you have an assistant working with you all day, they are also welcome to use this room. They should be wearing a Supervisor t-shirt to identify them.
- You will have volunteers assigned to help with the event. A new set of volunteers will be provided for each grade level event. Training is to be done by the Event Supervisors prior to the start of each grade's scheduled event time(s).
- A schedule will be provided to Event Supervisors and posted outside the door of the event room(s) with schools identified by time slot assigned.
- At the start of each time slot, track which schools have arrived, verify each student is at the correct event, at the correct time for their school and for the correct grade level. Verify also (verbally) that each school's team is complete (i.e., they are not missing an expected team member).
- Your event must stay on schedule all day. Your commitment this day will depend on the event, but could range from 4 to 12 hours.
- If there is a problem of any kind with /in your event, contact/text a member of the WESO Board or event committee immediately using the phone numbers given to you on the updated copy of this document you will receive on Friday when you check in. Along with this document will be a form to record the details of the incident. You are responsible in your event and we want to have your input before the team coach comes to us.

Sportsmanlike Conduct

The Supervisors are responsible for maintaining an atmosphere where all participants are treated fairly and are/feel safe throughout the competition. Supervisors are expected to handle infractions against the WESO code of conduct immediately and appropriately.

Olympiad Code of Conduct: Student participants are expected to compete in tournament events with an honest effort to follow the rules and the spirit of the competition. The goal of the competition is to give one's best effort while displaying honesty, integrity and sportsmanship. Students, coaches, parents and guests are expected to display courtesy and respect toward Olympiad officials, other teams and guests of the Olympiad. Failure to show honesty and/or courtesy by a participant, coach, parent or guest of the team may result in the disqualification of the team from the event, the entire tournament or future tournaments.

Event Scoring

- Supervisors will provide ranking from 1- n, with n being last place. Ties for places 1-9 should be resolved with the use of tiebreakers, if possible. Ties for places 10 and higher are acceptable and do not need to be resolved.
- Tie-breaker questions or procedures must be in place for all events in advance. Time taken to complete the event may NOT be used as a tie-breaker.
- Supervisors will NOT provide results that are not readily observable to any student, individual or school either during the test, the day of the Olympiad or post-Olympiad. Test results will be kept confidential and only given to the Scoring Center.
- There will be directions for directly transmitting scores via e-mail or internet later. If you will use your own laptop, it would be wise to bring along an Ethernet cable to directly connect, as well as any adapters you may need. There are technical issues due to wi-fi being spotty at places in the building.

POST-OLYMPIAD REQUIREMENTS

Supervisors must provide an analysis of the event:

- Did the test follow a typical bell curve?
- Were the scores bunched or spread out?
- Was there an idea or concept that most kids didn't understand? Did everyone ace it?
- Were tiebreakers required? Were the winners separated by a wide or narrow margin? Etc.
- Analysis is due within one week of the end of the Olympiad. If appropriate, sample or actual questions from the exam, with answers, may be used to give examples of this analysis.
- Information released to schools must be approved by the WESO board.
- **NO INDIVIDUAL RESULTS WILL BE GIVEN FOR ANY EVENT.**

Event Supervisor Guidelines WESO 2019

Key Dates (please add to your calendar)

Prior to 12/15/2018	Meet with assigned WESO board member
12/15/2018	Event Materials Lists due
1/15/2019	Detailed Event Descriptions due
1/30/2019	Event Supervisor/Coach Workshop, usually at Pioneer, 6:30-9:00pm
4/1/2019	Deadline for Material list modifications and volunteer requirements
4/9/2019	Be sure to send in size information for Supervisor t-shirt(s).
4/15/2019	Event Exam Due (if applicable)
5/10/2019	Set-up Event room at Pioneer. 4:00 – 8:00 PM.
5/11/2019	Olympiad! Arrive 1 hour early for check-in and volunteer training
5/25/2019	Post Event summary with recommendations due

Highlighted Dates are required participation dates. If you cannot make one of these dates, let us know. If we cannot identify a workaround/substitution, this will preclude your involvement as a WESO supervisor.