

Event Supervisor Guidelines WESO 2023

Event Supervisor Model

- WESO operates on a co-supervisor model. For each event, we identify at least one Lead Event Supervisors who needs to fully understand the event and prepare to lead the event. In addition, we recruit several Support Supervisors who must understand the logistics of the event, help with event set-up and be available for the entire duration of the event to assist in the execution of the event. They are the key support people for the Lead Event Supervisors.
- Duties shared between event 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 (aka Event Committee) is available for guidance and assistance throughout the planning process and the day of the Olympiad.

Eligibility

- To avoid conflict of interest, Event Supervisors (and their family members) may not coach students in an event they supervise. Further, they may not have their own child participate in an event they supervise.
- Event 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.
- The WESO Board and the Event Committee review all candidates for supervisor positions. The WESO Board, at their sole discretion, has the final decision over placement.

PRE-OLYMPIAD REQUIREMENTS

On-Boarding and Contact Information

- New Event Supervisors must meet with an Event Committee liaison to discuss the supervisor role. Ideally, co-supervisors will meet jointly with the committee member at a mutually agreed upon time and location or via Zoom.
- All supervisors must provide contact information including an email address and telephone number.
- All supervisors must attend the Event Coaches Workshop/Information Session scheduled for early February (Dates TBD). This year, these sessions will be run through Zoom and the dates and times will be flexible to accommodate your schedules. Event Supervisors lead the workshop 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

- Lead Supervisors must have the Event Detailed Description and any event study guides (if applicable) ready for review and authorization by the Event Committee by *mid January 2023*. Posting/publishing cannot occur without Event Committee authorization.
- Lead Supervisor requests for equipment/supplies for distribution to participating schools must be submitted by *January 15, 2023*. 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.
- Event exams (where applicable) must be submitted to the Event Committee no later than

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April 1, 2023.

- For recurring events, the number of volunteers used to run past events will be shared. Report changes in volunteer requirements to the Event Committee by *April 1, 2023*. For new events, indicate volunteer needs by *April 1, 2023*.
- If you have selected/recruited volunteers to work with you during the event, let the Event Committee know no later than *April 1, 2023*.

Questions regarding Events

- The WESO community is instructed to submit questions through the WESO website's Contact page. Requests regarding specific events are forwarded to Event Supervisor(s) for response. Submit supervisor responses to your Event Committee liaison for review and posting.
- 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 the question and your response to your Event Committee liaison.
- All questions and answers will be posted on the WESO blog so all schools have access to the information.

THE EVENING BEFORE THE OLYMPIAD (May 12, 2023)

- Supervisors sign-in, retrieve their packet, and set up their event the evening before the Olympiad. Set up is 4:30-8:00 PM.
- After setting up your event, review the safety procedures located in your room for shelter and evacuation emergencies. If you cannot locate emergency procedures, contact an Event Committee member. It is the Event Supervisor's responsibility to share safety and emergency information with volunteers on the day of the Olympiad.

OLYMPIAD DAY REQUIREMENTS (May 13, 2023)

Event Supervisor expectations/protocols

- Wear your Supervisor T-shirt.
- Contact your Event Committee liaison when you arrive.
- If you have any last minute needs, contact your liaison or seek assistance in the Supervisor room.
- 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 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

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correct event, at the correct time for their school and for the correct grade level. Verify (verbally) that each school's team is complete (i.e., they are not missing an expected team member). Note if a team is incomplete.

- 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, contact/text a member of the Event Committee or WESO Board immediately using the phone numbers given to you on Friday at check-in. Along with this document will be a form to record the details of any incident. You are responsible for your event and we need your input before we reach out to a head coach.

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. 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. Test results will be kept confidential and only given to the Scoring Center.
- Instructions for transmitting scores will be provided. It is best to bring your own laptop for transmitting scores.

POST-OLYMPIAD REQUIREMENTS

Supervisors must provide an analysis of the event

- What patterns existed in scoring? Did they meet your expectations?
 - 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?
 - How could the event be improved if used again?
- 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.

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- Information released to schools must be approved and distributed by the WESO Board

Key Dates (please add to your calendar)

Prior to 1/1/2023	Meet with assigned Event Committee member
1/15/2023	Event Materials List due (materials to distribute to schools)
1/15/2023	Detailed Event Descriptions due
2/1/2023	Provide size information for Supervisor t-shirt(s).
February 2023 (date TBD)	Event Coach Workshops, Via Zoom
4/1/2023	Material list (for event day) and volunteer requirement changes due
4/1/2023	Event Exam (if applicable) - First Draft Due
5/1/2023	Event Exam – Final Revisions due
5/12/2023	Set-up Event room at Pioneer. 4:30 – 8:00 PM.
5/13/2023	Olympiad! Arrive 1 hour early for check-in and volunteer training
5/30/2023	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.