



Chester County Reading Olympics

Building Coordinator Responsibilities

Each school or public library that participates in Reading Olympics must appoint one coordinator who assists the Reading Olympics committee with the management and operation of the event. This person is responsible for all communication with the committee and ensures that the building's participants understand and follow policies and procedures. This involvement and commitment at the building level is vital to the success of the event.

1) Registration

The building coordinator completes all registrations and follows district/building procedures to ensure that the Reading Olympics committee receives this information by stated deadlines.

- A) **Preliminary Registration:** Preliminary registration is open October to November. It's main purpose is to obtain an estimated number of teams from each school so the Reading Olympics Committee can schedule which night each school will participate. If preliminary registration is not completed, your school will not be guaranteed participation in the event.
- B) **Team Registration & Fee:** In January and February, team registration will be available. Team registration is a final registration of your teams that requires all details - teacher names, student name, team names, etc. There is a \$30 fee, per team, to participate in the Reading Olympics due by the closing date of team registration (see the Dates page).

Once a team is registered, it is critical that the team and all adult volunteers associated with the team attend the event. Teams who are not prepared or committed should not be registered. The Reading Olympics Committee compiles the registrations to make team room assignments and moderator/scorekeeper assignments after team registration has closed. This information is distributed via email to the building coordinators.

2) Attend Building Coordinators Meeting

A meeting will be held after preliminary registration closes. Vital information will be distributed, including the date that each school will participate.

3) Supervise Team Formation

The building coordinator is responsible for ensuring rules are followed when teams are formed (see Team Configuration Guidelines).

4) Recruit Two Teachers Per Team

The building coordinator is responsible for finding two committed teachers, per team:

- A) **Team Chaperone** - this person will accompany and supervise the team throughout the evening.
- B) **Moderator/Scorekeeper** - The Reading Olympics Committee will assign this person to act as either a moderator **OR** scorekeeper. They will be separated from their teams and remain in the same room for all three rounds.

Note: Please try to have backup volunteers to substitute in case of an emergency, especially if you have several teams participating from your school. It is the responsibility of the building coordinator to find a substitute if someone cancels.

5) Information Distribution & Communication

The building coordinator is responsible for ensuring that all parties involved (teachers, students, parents) have been informed of and understand the Reading Olympics' rules and guidelines outlined on this web site. The building coordinator is responsible for communicating with parents concerning the location of the event and directions. Advise parents that traffic is very heavy and to plan accordingly. Encourage carpooling when buses are not being used. Due to the nature of the event, parents are discouraged from bringing preschool children.

6) Inclement Weather/Event Cancellation

If inclement weather or another emergency causes the host district to close on the day of the competition, the event will be postponed. This web site will be updated and an email will go out to building coordinators. Building coordinators should notify participants and parents.

7) Book Selection

Building coordinators are encouraged to participate in the book selection process each winter and will be informed of the meeting dates. Comments and suggestions on improving the Reading Olympics are always welcome.