

## The Role of a Coordinator this Year

As the structure of the 2020-2021 Competition Series has adapted in response to the unique obstacles facing schools throughout the country, so too has the role of a MATHCOUNTS coordinator. While the role is different, make no mistake that coordinators remain vital to delivering the MATHCOUNTS experience to tens of thousands of students. Below is a snapshot of a coordinator's role in 2020-2021.



### 1. COMMUNICATING WITH SCHOOLS

Schools registering for the 2020-2021 MATHCOUNTS Competition Series have revised eligibility and advancement policies, as well as a new competition structure. Although the national office will inform coaches of the updated rules throughout the year, we will ask chapter and state coordinators to also relay these details and other important information to registered schools in their chapters.

Below are ways coordinators will be critical to the communication process with schools:

- **Notifying past and current coaches of the new Competition Series rules and advancement policies for the online-only Practice, Chapter, Chapter Invitational and State Competition levels.** The national office will share with coordinators communications we send to schools throughout the year.
- **Responding to questions from coaches, students and parents about the Competition Series.** The Rules & Procedures and FAQ sections of the website have been updated for 2020-2021 and can be viewed at [www.mathcounts.org/competition-rules-faq](http://www.mathcounts.org/competition-rules-faq).
- **Following up with registered coaches to ensure official competitors have been assigned on the Art of Problem Solving (AoPS) Contest Platform.** This year, schools will be required to complete a two-step registration process. Schools and non-school competitors (NSCs) will (1) complete their registration on the MATHCOUNTS website and then (2) create accounts on the AoPS website so they can access the AoPS Contest Platform where all online practice and official competitions will be conducted. Coaches and NSCs must complete the account creation process prior to the Chapter Competition in February. Additional details will be shared in the winter.

Coordinators still will have access to school registration data on [mathcounts.org](http://mathcounts.org) through their Coordinator Dashboard. (Please remember coordinators must maintain the confidentiality of participants' personal information and may not disclose or disseminate identifying information, photographs, or program records, to anyone beyond appropriate competition volunteer personnel and the MATHCOUNTS Foundation's staff.)

### 2. CONFIRMING OR IDENTIFYING CHAPTER DESIGNATIONS

Participating schools and NSCs will be required to register under their official chapter, and advancement to the Chapter Invitational and State Competitions is based on students' performances within their chapter. It is critical that schools and students are assigned to the correct chapters, and coordinators are asked to ensure this happens.



Below are some ways coordinators can ensure schools are assigned to the correct chapters:

- **Regularly review the school and NSC registration reports available on the Coordinator Dashboard.** The national office will be reviewing NSC registrations once a week to confirm only students in grades 6-8 are registering; coordinators are encouraged to check NSC registrations' validity, too.
- **Notify the national office of incorrect chapter assignments.** Coordinators are asked to check their registered schools (not just those missing information) and provide corrections to the national office.
- **Provide the national office with chapter designations for schools or NSCs not assigned a chapter on the registration report.** The national office will provide all coordinators, on a monthly basis, a list of registered schools with incomplete or missing chapter information. These schools will be clearly marked and coordinators should provide the national office with the correct chapter to assign to their record.



### 3. STATE COMPETITION PROCTORING

Proctoring at the Chapter and Chapter Invitational Competitions will not be required of coordinators for the 2020-2021 program year. However, for the online State Competition, the national office will rely on coordinators to assist in proctoring all competitors.

- **The national office will work with state coordinators to implement a proctoring process for the online State Competition.** The goal is to assign a proctor to each state competitor. Depending on the situation, proctoring may be done in-person or virtually.
- **State coordinators will be responsible for recruiting volunteers to serve as proctors for the State Competition.** Ideally, state and chapter coordinators will work together to identify enough volunteer proctors for a 1-to-1 match with state competitors.

### 4. SCHOOL AND COMPETITOR RECOGNITION

Although an official Chapter Competition will be held, coordinators will not be expected to purchase or distribute awards for students at this level. Coordinators should consider the Chapter Invitational Competition the primary level from which to identify award recipients. State coordinators are encouraged to continue recognizing winners at the State Competition.



- **Chapter Invitational and State Competition certificates and awards will be available through Sports Awards.** Certificates for Chapter Competition participants also will be available at no cost should coordinators wish to order them.
- **Awards order forms and a trophy brochure will be provided to coordinators in November.** Additional guidance concerning recognition will be provided at this time.
- **SPECIAL FOR 2020-2021:** Thanks to Raytheon Technologies, the national office will provide every chapter with a \$150 Sports Awards credit and every state with a \$250 Sports Awards credit to be used for student/coach recognition. Additional details will be provided in November.
- **Coordinators may opt to conduct fun, virtual, social, unofficial events for participants in their chapter or state.**