

***JustWrite* Ohio-Coach Checklist**

August/September

- Read the *JustWrite* Ohio Coaches' Handbook
- Begin publicizing *JustWrite* Ohio to students.
- Hold an informational meeting. Be sure parents and students know tournament dates before committing to the team. This helps with participation issues later. If you have more than six students interested in each division, hold tryouts. Remember, each division can have up to 6 contestants. It is also recommended that you have 2 alternates for each division as well, in case a student is sick prior to the Regional tournament.
- Open a purchase order with your school treasurer prior to registration. This purchase order number will be required in order to register online. This purchase order does not need to be mailed to POP.

October

- Start Practicing-you can meet weekly, bi-weekly, monthly; you can meet virtually and/or in person. This is the beauty of this program-create a schedule that works best for you and your students. Most coaches meet 2x monthly, with students writing a minimum of two stories a month.
- Use the Coaches Corner to help you with practices-review the genre types, look at sample stories, discuss the rubric, write and analyze each other's work.
- Register online by October 31st. After this date, a late registration fee will be assessed.
- Communicate with the school office regarding payment to *JustWrite* Ohio. Be sure to instruct your treasurer to include the school name and invoice number on the check.

November

- Recruit colleagues to serve as additional judges. You will need one judge per division at the Regional Tournament (up to 2 judges). You will need one judge for every 3 qualifiers/per division at the State Tournament (up to 4 judges). All judges are required to attend judges training prior to tournaments.

December

- Arrange transportation for the District Tournament. Distribute and collect forms. These include: permission slips (per school/district policy), Permission to Publish/photograph forms from all writers and alternates, Waiver of Responsibility form
- Respond to communication from the Regional Director about the Regional Tournament. Recruit parent volunteers-each school should bring 1 parent to work in the STAR room. Be sure registration fees are paid by December 1.

January/February

- Respond to communication from the Regional Director about the upcoming tournament.

- Turn in contestant names 3 weeks prior to your tournament. Information on this will be sent via email.
- Scan and Email all form (Permission to Publish/photograph, the liability waiver) and a headshot of all team members-labeled to the state office. Keep originals with you, for record keeping.
- Compete and have a great time!

March

- Arrange transportation for the State Tournament.
- Continue practicing-you will be notified of State qualifiers after the Regional tournament.
- Work with writers identified for publication from the Regional pieces. All Regional pieces will need to be returned by May 1st. Coaches will be notified by email.
- Register for the State Tournament.
- Communicate with the school office regarding all payments for the State Tournament. Be sure to instruct your treasurer to include the school name and invoice number on the check. All payments/fees must be made prior to participation in the State Tournament.

April/May

- Confirm all State qualifiers and judges, prior to the deadline.
- Arrange transportation/lodging for the State Tournament.
- Keep practicing
- Follow-up with your treasurer to confirm State tournament payments have been made
- Compete and have a great time!