

## What MATHCOUNTS Provides to Coordinators

- The Coordinator Manual: produced annually and designed to educate new coordinators on the MATHCOUNTS Competition Series and to assist all coordinators with their planning and implementation throughout the program year. The Manual includes FAQs and general information on the policies and best practices related to the Competition Series and Chapter and State Competition logistics and administration.
- Access to online resources exclusive to MATHCOUNTS coordinators, including the Online Coordinator Resources page, Coordinator Files Folder and your personal Coordinator Dashboard.
- Complimentary test materials and volunteer appreciation pins for all competitions.
- Coordinator LinkedIn Group: available exclusively for MATHCOUNTS coordinators to share best practices with and ask questions of their peers and the national office.
- Various training resources and sessions: Including webinars, videos and in-person coordinator conventions.
- Dedicated support from the MATHCOUNTS national staff. The MATHCOUNTS national office has two employees focused on supporting coordinators' efforts. Please reach out to them (or any other staff member) with questions, suggestions or concerns.

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## Expectations for Volunteer Coordinators

- Plan and design your event so student participants are always supervised by a responsible adult and no student is alone with an adult. At no time during your event should you or another competition volunteer be alone with a student where others cannot observe them. All necessary steps should be taken to ensure at least one other adult is present during all competition components or any other meeting with a student where his or her coach may not be present.
- Maintain the confidentiality of participants' personal information. Coordinators may not disclose or disseminate any program participants' personal information, such as identifying information, photographs, or program records, to anyone beyond appropriate competition volunteer personnel and the MATHCOUNTS Foundation's staff. This includes, but is not limited to, data collected from competitor information cards, school mailing lists and registration reports, and chapter and state report forms.
- Represent MATHCOUNTS with pride, professionalism and courteous behavior during any and all MATHCOUNTS-related activities and events.
- Administer the Chapter or State Competition in accordance with national procedures and rules.
- Complete the 6 essential coordinator duties outlined on the Coordinator WINNER Blueprint, including:
  - Selecting a competition date and location in the fall of the current program year.
  - Contacting coaches at participating schools within 2 weeks of their registration to share important competition-related information.
  - Ordering competition materials and awards at least 4 weeks prior to your event.
  - Sharing your competition schedule and logistical information with participants, volunteers and other attendees no later than 1 week prior to your event.
  - Recognizing all students and coaches at the competition.
  - Sharing the competition results with coaches, the state coordinator and the national office no more than 1 week after your event.
- Maintain the confidentiality of MATHCOUNTS testing materials before, during and after the events. Coordinators shall not disclose or disseminate any competition-related materials to anyone beyond appropriate competition volunteer personnel and the MATHCOUNTS Foundation's staff. This includes, but is not limited to, chapter and state competition booklets and answer keys.