



# District Entry Packet Instructions

1. From <http://kaac.com> – in the red bar at the top – choose “Login” then “Coaches.” Follow the on-screen instructions.
2. Login using the Governor’s Cup coach password that was emailed to you on December 12 from [announcements@kaac.com](mailto:announcements@kaac.com).
3. You will enter not only student names, but their District Governor’s Cup event assignments as well. You can save your work at any time and return at your convenience prior to the deadline below.
4. Follow the on-screen instructions. Print your completed student list for your records. You will also receive an emailed roster as confirmation.
5. Student names and event assignments must be entered before your District Planning Meeting. You can, however, revise your student list to accommodate emergency situations until midnight on the Friday following your planning meeting. After that time, any changes must be made through your host school.
6. Complete the forms included in this packet:
  - a. Adult Roster
  - b. Severe Weather Input Form
  - c. Special Needs Request (if needed)Send those forms to the representative at your District host school. If you are not sure who your host school is, click the “Pairings” link after logging in at <http://my.kaac.com/Login> .

## **Deadlines**

The Student Entry Period ends Jan. 9 for Middle Grades, January 16 for High Schools, and January 28 for Elementary schools.

Do not send a paper copy of your roster to either the host school or to KAAC.



# District Entry Form-Adult Roster

Division (circle): EL / MG / HS

School \_\_\_\_\_ School Representative \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Mobile Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email \_\_\_\_\_

Quick Recall Coach \_\_\_\_\_ Cert. # \_\_\_\_\_ FPS Coach \_\_\_\_\_ Cert. # \_\_\_\_\_

Composition Coach(es) \_\_\_\_\_ Assessment Coach(es) \_\_\_\_\_

In order to take part in Governor's Cup, you must help provide officials. Refer to the Participation Requirements in your Governor's Cup Coaches' Manual. Visit <http://www.kaac.com/certification> to look up certification numbers.

REQUIRED Quick Recall Official: Name \_\_\_\_\_ Cert. # \_\_\_\_\_ Years Experience \_\_\_\_\_  
Phone (work) (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (mobile) (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
E-mail \_\_\_\_\_ MUST be listed as (circle either or both) Judge Mod.

ADDITIONAL Quick Recall Official: Name \_\_\_\_\_ Cert. # \_\_\_\_\_ Years Experience \_\_\_\_\_  
Phone (work) (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (mobile) (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
E-mail \_\_\_\_\_ Can serve as (circle): Judge Mod. Scorer Spotter Buzzer operator

REQUIRED FPS Evaluator: Name \_\_\_\_\_ Cert. # \_\_\_\_\_ Years Experience \_\_\_\_\_  
Phone (work) (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (mobile) (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
E-mail \_\_\_\_\_

Written Assessment Official: Name \_\_\_\_\_  
Phone (work) (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (mobile) (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
E-mail \_\_\_\_\_

Can also serve as (circle all that apply): Judge Moderator Scorer Spotter Timer

Written Assessment Official: Name \_\_\_\_\_  
Phone (work) \_\_\_\_\_ (mobile) \_\_\_\_\_ E-mail \_\_\_\_\_  
Can also serve as (circle all that apply): Judge Moderator Scorer Spotter Timer

REQUIRED Composition Reader: Name \_\_\_\_\_ Years experience (if writing teacher) \_\_\_\_\_  
Phone (work) (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (mobile) (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
E-mail \_\_\_\_\_ Trained in scoring student writing? Yes No

Each school may nominate a Chief Official and members of the inquiry panel. List nominees below.

Chief Official: \_\_\_\_\_

Inquiry Panel: Name \_\_\_\_\_ Subject Area(s) \_\_\_\_\_

Inquiry Panel: Name \_\_\_\_\_ Subject Area(s) \_\_\_\_\_

**Complete and send to your District host school prior to your District Planning Meeting.**

# KAAC Events - Special Needs Request

School: \_\_\_\_\_

School Representative: \_\_\_\_\_ Phone: \_\_\_\_\_

Governor's Cup is open to all students, and students with Individualized Education Plans (IEPs) are encouraged to participate. It is the responsibility of the School Representative to designate these students on the District Entry Form on or before the submission deadline. This reasonable stipulation ensures that the Contest Manager has time to make the requested accommodation. Whenever possible, the local Contest Manager and host school may make reasonable and necessary accommodations for students with documented IEPs. Such accommodations may include providing enlarged text copies of examinations or prompts, or the use of a (human) reader and/or a scribe. Readers and scribes may not be from the same school as the special needs student. A high-stakes, fast-paced, competitive environment is not in the best interest of every student. There are some components of IEPs that fundamentally alter the nature of our event, an academic competition. For example, Contest Managers may not give students extended time in Written Assessment, because students are all competing against the clock as well as each other. Nor can Written Assessment readers paraphrase text for students, because this introduces knowledge or understanding outside of the student's own mind. If a student has a documented health issue that may require an emergency break during Written Assessment or Composition, Contest Managers will place that student in a separate testing room. This will prevent the student from distracting the other competitors. The student shall be given a reasonable amount of time to address the health issue. This time shall not be deducted from the student's allotted time for that event. The student's coach is responsible for informing the host school Contest Manager of this special need on the District Entry Form as well as providing any required medical personnel. If you have any questions about what accommodations may or may not be allowed, you must contact KAAC before January 1. Appeals: the legal guardian of a Governor's Cup participant, or participant over 18 years old, may appeal a denied accommodation to the KAAC Board by sending a written basis for appeal to the KAAC Executive Director, 113 Consumer Lane, Frankfort, KY 40601. Any documents the appellant wants the board to consider must be received by the KAAC Executive Director at least five (5) days before the participant's event. The KAAC Board will make a decision based upon written documentation presented by the appellant and the KAAC Executive Director.

<b>Special Needs Students</b>	
These students may require attention or an accommodation by the host school or officials. <i>Refer to the text above.</i>	
Name	Need(s)

Verifications:

\_\_\_\_\_  
Principal

\_\_\_\_\_  
School Representative

**Complete and send to your District host school Contest Manager before your Planning Meeting.**

# Severe Weather Plan—Coach Input Form

Governor's Cup EL MG HS DISTRICT # \_\_\_\_\_ or REGION# \_\_\_\_\_

School \_\_\_\_\_ School Representative \_\_\_\_\_

## KAAC Severe Weather Policies—Summary

Only a school principal, superintendent or assistant superintendent shall be allowed to request a postponement or delay. If a request is made to delay or postpone a Governor's Cup competition, that request must be approved by KAAC. The decision to delay or postpone Governor's Cup events rests solely with the Contest Manager. Coaches who knowingly alter the established competition dates or schedule (with the exception of the Severe Weather Plan) for any Governor's Cup event(s) disqualify their school and forfeit their school's continued participation for those altered event(s) for that competition year.

Coaches, remember two things when putting forward your suggested schedule below:

1. All events must be completed, weather permitting, by the Friday after the scheduled competition date.
2. Rest assured that there won't be a solution that is perfect for everyone.

## FPS and Composition

Should severe weather or natural disaster force a postponement of the schedule for FPS and Composition agreed upon at the Planning Meeting, my preferences for rescheduling are as follows:

FPS	M Tu Wed Th F Sa at _____ AM/PM	<b>2<sup>nd</sup> Choice</b>	M Tu Wed Th F Sa at _____ AM/PM
Composition	M Tu Wed Th F Sa at _____ AM/PM	<b>2<sup>nd</sup> Choice</b>	M Tu Wed Th F Sa at _____ AM/PM

## Written Assessment/Quick Recall: Delay

Should severe weather or natural disaster force a delay in the published Governor's Cup Saturday schedule, I would like to request a minimum delay of: **1 hour 2 hours 3 hours 4 hours**

## Written Assessment/Quick Recall: Postponement

Event	1 <sup>st</sup> Choice		2 <sup>nd</sup> Choice
Written Assessment	M Tu Wed Th F Sa at _____ AM/PM		M Tu Wed Th F Sa at _____ AM/PM
Quick Recall	M Tu Wed Th F Sa at _____ AM/PM		M Tu Wed Th F Sa at _____ AM/PM

Special Information for Contest Manager:

Complete and send to your host school before the Planning Meeting.



