

Greater New Haven Mathematics League
Information for Coaches
2020-2021

1. **Larissa Opramolla, GNHML Treasurer**, will distribute bills for dues/donuts at the first competition to be submitted to your school's business office. There will be no refunds.
2. For all competitions, be sure to arrange transportation to the host school and arrive by 3:15pm. If you are going to be late, email joycelyn.romero@amityregion5.org or cell (203-747-0809), if possible. **The contest will start no later than 3:30 p.m.** When you arrive at a meet, be sure that the statistician or a proctor knows your school is present. If a team arrives after the meet has begun, every effort will be made to give the rounds to that team, which will be separated from the other teams until they have caught up with the others. The coach at the host school will arrange for this to be done.
3. **If your school will not be participating in a meet, call or email Joycelyn Romero, GNHML President**, (joycelyn.romero@amityregion5.org or cell: 203-747-0809) **as soon as possible, preferably a day or two before the contest.** This will allow us to begin each meet on time. Hamden High coaches will bring the donuts for the meets.
4. Complete your roster sheet for your A and B teams, placing an X in the boxes of the two rounds in which each team member is **not** participating. Do **not** include unofficial C or D team members. Please print legibly and check the spelling and grade of each student. Do not use different versions of a student's name from meet to meet. Check carefully that the roster is filled out in conformity with league rules. Penalties for placing a student on a team illegally or putting too many students in a round will be found on the student information sheet. **Be sure that the GNHML Statistician, Dan Gries (Hopkins), has the roster before the meet begins.**
5. Coaches may be called into the coaches' room just before the start of the meeting for announcements or policy discussions. Please make yourself available for these meetings.
6. **Check the graded papers of your team members before the end of the team round and before returning the papers to your team members.** The GNHML President will have any updates made to problems or the answer key during the meet. Once a paper has been returned to a student, there will be no changes made to a score. The team round will be double-checked by the statistician and returned to coaches at the next competition.
6. The league has a duty roster for the meets. If a school does not attend, the roster will be changed when necessary. Every paper must be graded by one of the coaches and checked by another. When you grade a paper, watch out for equivalent answers. If you think an answer or a particular form of an answer is correct, but it differs from the one on the answer sheet, ask the arbiter for a ruling. Do not decide yourself. **The first grader should not mark anything on the paper except the total score on the back. The person checking the paper should mark each problem correct or incorrect and place a check next to the score on the back, if it is in agreement with the checker's score. Otherwise there should be a discussion between the two graders to resolve the discrepancy.** Checking should be done as carefully as the original grading.

Duties of a Host School

The teams meet in a cafeteria. If your cafeteria is too small to hold both the testing area and the eating area, have a classroom or other large room nearby ready for the overflow. A separate room is needed for the coaches.

- Refreshments for coaches: coffee/tea and small platter of some sort.
- Beverages for students: milk/juice (Plan to order ~160 beverages)
- Provide scrap paper (do not use white paper as it is often confused with the contest)
- Ensure students/coaches have access to bathrooms