

District Entry Packet



Instructions

1. Collect names, emails and mobile numbers for your required officials. A worksheet is included for your convenience. For participation requirements, visit <https://tinyurl.com/partrequirements>.
2. Use the worksheet in this packet to compile your student roster and map out the events in which your students will compete. Students can compete in up to three events, and your school can place up to three students in each Written Assessment event and in Composition.
3. From www.kaac.com – at the top – choose “Login” then “Coaches.” Follow the on-screen instructions.
4. Login using the Governor’s Cup coach password that was emailed to you from announcements@kaac.com.
5. Enter your student names and events.
6. Enter your officials’ information.
7. Print your completed student list for your records. You will also receive an emailed roster as confirmation.
8. 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 the day before your planning meeting. After that time, any changes must be made through your host school.
9. District Planning Meeting dates:
 - a. Middle Grades: Jan. 6
 - b. High School: Jan. 13
 - c. Elementary: Feb. 3

Your District host school will be in contact with you to set up the meeting time.

Complete the Severe Weather Input Form (required) and the 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> .

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. Approved accommodations include providing enlarged text copies of materials or the use of a reader or scribe. Other accommodations will be evaluated by KAAC on a case-by-case basis.

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.

Special Needs Students	
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	2nd Choice	M Tu Wed Th F Sa at _____ AM/PM
Composition	M Tu Wed Th F Sa at _____ AM/PM	2nd Choice	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 st Choice		2 nd 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.

Worksheet for Officials

If participating in Quick Recall--required official (judge/moderator)

Name _____ Cell _____

Email _____ Certification # _____

Additional Official

Name _____ Cell _____

Email _____ Certification # _____

If participating in FPS--required evaluator

Name _____ Cell _____

Email _____ Certification # _____

If participating in Composition—required reader

Name _____ Cell _____

Email _____

If participating in Content Assessment—proctors

Name _____ Cell _____

Email _____

Name _____ Cell _____

Email _____

