BEST FOUNDATION Tournament Checklist - Coaches

Tournament Correct Dates **Saturday November 26-Sunday November 27**

Deadline for filling up all forms: 09.11.2022*

*Please, do not wait till the last moment, but register as soon as possible

Registering:

1. Enter your team's information into **SpeechWire** in English only and ask students to confirm they're correctly registered for their chosen events. You will not be able to undertake this step once registration closes.
2. Fill out the **Team Roster** using two names for Latin and Bulgarian. You will receive the Team Roster and your team folder in an individual email.
    i. A valid Discord tag consists of a username, hashtag, and 4 digits (*Example: Username#1234*). Ask the students to click on their username at the bottom left hand corner of the app and put them in your roster spreadsheet.
3. Ensure your **judges** fill out the Judge Sign-up Form so they can attend. Make sure to include the names of your judges on the Roster.
    a. Use alumni from your school! Ask SLs to share the judge sign-up form with them.
    b. 1 judge for 10 or less students, 2 judges for above 10, 3 judges for above 20 etc.
4. Transfer your **registration fees (20 per student)** to the BEST bank account mentioning the school's name and town in the "основание" until 10.11.2022. Transfer details:
    a. *Фондация БЕСТ - български турнири по английска реч и дебати*
    b. *IBAN: BG33UNCR70001521640901*

    Do not transfer the fees from a foreign account or via a service such as TransferWise.

    Please, transfer the whole amount for your team in one transfer, not person by person.

    If your team can not provide enough judges - 1 judge per every 10 participants, you will have to do a separate transfer at the same bank account mentioning the school's name and "Judge fee" in the "основание". The judge fee is 25 BGN.

5. !! Upload a picture of the **transfer receipt** to your team folder. In order to issue you a receipt, please fill out a .txt or any other document with the player's First, Middle, and Last name; Date of Birth; and current address, and upload it to the team folder.
    a. In case your school is funding the registration fees, provide BEST with the school's legal name, ЕИК #, email, and address instead of yours.
6. Upload scans/pictures of the following **consent forms** to your team folder:
    a. **Photo Release Forms** - one for each student

   i. A parent's signature is required for students under 16.
      Click here for the parent photo release form.
   ii. A student's signature is sufficient for students aged 16 and over.
      Click here for the student photo release form.
b. **(NEW) Travel Consent Form** - filled and signed by a student's parent.
c. **(NEW) Chaperone Consent Form** - filled and signed by your chaperone.
d. Forms not filled out in pen and paper **will not be accepted.** *Apps like CamScanner are useful to scan a document using a phone. The Notes App on iPhones also has this option.*

7. Upload student oratories by the registration closing date.
8. Ensure student access to Discord; an invitation link will be sent to you 3-5 days before the tournament.

(NEW) Traveling:

1. Find a suitable **chaperone** (must be aged 18 or over and be able to speak fluent Bulgarian).
   a. Ideally, this could be your mentor teacher or another faculty member.
   b. If faculty is not available, ask your students if a parent would like to volunteer.
   c. If no parents are available, look for a BEST alumni from your team.
   d. BEST covers travel and accommodation costs for up to one chaperone per team.
2. Consult a teacher regarding your **school's travel protocol**, since that may involve obtaining documents such as parental consent declarations and medical certification forms different from BEST's.
   a. Your schools may require a personalized invitation to the tournament to approve travel. Please let us know via email if that is the case at least 2 weeks prior to the tournament.
3. Research traveling to Burgas and apply for a **scholarship** (if your school is not covering your travel) by clicking here.
   a. Please read our scholarship terms and conditions for further information

(NEW) COVID-19 Measures:

1. Currently the Bulgarian government has removed all Covid-19 restrictions and we hope that will remain the case. Accordingly during the competition no masks, no physical distancing policies and no Green Pass will be required.
2. It's important to remember that COVID-19 is still here. We encourage you to remain cautious and vaccinate/receive a booster shot for your safety and the safety of others.

BEST FOUNDATION Tournament Checklist - Coaches

Accommodation:

1. BEST reserves hotel rooms for each team but **DOES NOT** cover the cost of accommodation.
2. BEST commits to negotiating accommodation costs at or under 35 BGN per student per night.
3. The accommodation costs must be paid directly to the hotel BEST has allocated you to. Have in mind that most of the hotels require prepayment of the hotel stay. In order to guarantee your rooming, we advice you to collect the hotel stay sum and to transfer it to the hotel immediately when we send you information about your hotel.
4. An email will be sent with your allocation up to 1 week before the tournament.

Planning:

1. Begin recruiting your **judges** early. Other coaches are likely reaching out to the same people you are!
2. Practice, practice, practice! Ask students to watch each other's performances and fill out ballots.
3. Check **debate motions**, which should be posted on the tournament portal by Monday the latest.
4. **Fundraise**! Work with your team to plan fundraisers.
5. Notify your school's principal that BEST events are included in the Ministry of Education and National Palace of Children's calendar for extracurricular events. They will most likely be able to find a link to the events on this website, following the menu on the right. This might help you with financing for the tournament, or for team publicity.
6. For detailed information on costs, fees and coverage, refer to this link.