

## Instructions to the coaches

The head coach (appointed before the event) is responsible for taking charge of the room, implementing procedures, and submitting a master feedback sheet for each team.

### Prior to the competition:

- The head coach will receive a packet that contains the following:
  - Master feedback sheets to be turned in for each team (noted in red at top);
  - Scratch copies of the rubric for taking notes during the presentation;
  - Manila envelope for enclosing master feedback sheet.
- Please check to make sure that all envelopes have the room number written on them.
- Please write the name of the head coach and room number on the master feedback sheets.
- **Please write the team presentation time in the box at the upper right hand corner on the master feedback sheet. This is the only way to match the team to their feedback.**
- Team presentation times are: 9:30am; 10:15am; 11:00am; 1:15pm, 2:00pm; 2:45pm
- The head coach should appoint another coach to be the timekeeper. Students should be told when they have **2 minutes** left in their presentation.

### During the competition:

- Remember the participants are high school students. They may be very nervous!
  - Smile and look them in the eye.
  - Introduce yourselves and shake their hands.
  - Ask them to introduce themselves without revealing their school.
  - Treat them with respect.
- Before the team presents, the head coach should remind students that:
  - They may refer to, but not read from, notes or scripts.
  - Their presentation cannot exceed **12 minutes**. They will hear a warning when there are **2 minutes** left in their presentation.
  - They should not mention their school name.
  - More than one team member may answer a coach's question.
  - Huddling to formulate a response to a question is permitted; excessive huddling may result in the team receiving less feedback.
  - No questions will be addressed to the team during its presentation.
- Please record comments on copy of the feedback sheet.
- Coaches can ask questions for a maximum of **13 minutes**.
- Think of this as a teaching and learning opportunity. Ask more basic questions of teams with more basic presentations. Ask more sophisticated questions of teams with more sophisticated presentations.
- Coaches will be provided with two sets of questions students have received in advance (they are posted online): [indicator chart questions](#) and [sample policy questions](#). Please choose one question from each set, which should be asked of each team. In addition, please ask at least one additional benchmark question.
- Please take care in formulating your questions and avoid complicated multi part questions (break them into separate questions or into question/ follow up).
- At the end of the Q&A, the coaches should congratulate the team, shake each person's hand, and distribute a pin to each presenting team member.
- Coaches should also provide oral feedback to the team as much as time allows. Please comment both on the positive aspects and places for improvement. **Direct most of the comment to the analysis of the economy and monetary policy. The purpose of the instructional division is for teams to learn about economics and improve their analytical skills – make the most of it!**

### After the competition

- Please fill out one master feedback sheet for each team with all comments. Please transfer all relevant comments from individual coach copy of the rubric. Please write clearly and neatly.
- Please enclose the master feedback sheet for each team and in smaller manila envelope and leave in your room to be collected.

**Have fun! Thank you for helping!**