



## **Battle of the Books Information Meeting**

October 20, 2020

### **AGENDA**

*Event date: Friday, April 16, 2021*

- **Welcome**
- **Background and Overview**
- **Registration (Oct 23 – Nov 6 at [hclibrary.org/battleofthebooks](https://hclibrary.org/battleofthebooks))**
  - Each team must have 5 team members to register, and an adult coach over 18 years of age
  - Team members must be from the same school
  - Coaches need the following information to register:
    - For each team member:
      - student name
      - parent phone number
      - parent email address that is checked regularly
    - For each coach:
      - coach name
      - phone number
      - email address that is checked regularly
      - mailing address
    - Team name (can be temporary name; must be finalized by Feb 8)
    - School name
- **Coach's Responsibilities**
  - May only coach one team
  - Respond to communications from HCLS in a timely manner
  - Build team spirit and encourage good sportsmanship among team members
  - Set up regular meetings with your team to prepare for the battle
  - Encourage and reward students
  - Convey information from HCLS to team members and their parents
  - Attend virtual meetings
    - **Coach meeting:**
      - Coaches pick up sets of books (process tba)
      - *Mandatory for all coaches*
      - Monday, November 16 at 7 pm (will be recorded for later viewing)
      - Coaches may not pick up books for another team
      - Contactless pickup at Miller Branch:
        - November 17 from 11 am – 1 pm
        - November 19 from 5 – 7 pm
        - November 21 from 11 am – 1 pm
    - **Logistics meetings in March (dates tba)**
- **Q&A**
- **Contact us** at [bob@hclibrary.org](mailto:bob@hclibrary.org)