

# PURDUE

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## U N I V E R S I T Y



# Indiana Affiliate Coaches Handbook 2020-2021

Should this event need to be transitioned to an online format because of concerns for contestants' health and safety, we will notify coaches by email as soon as possible with the details for the contest.

**FUTURE PROBLEM SOLVING PROGRAM INTERNATIONAL (FPSP) – Indiana Affiliate  
2020-2021 RULES**

**1 Content:**

- a) The IASP Board of Directors believes that academic competition is an extra-curricular activity. Therefore, organized team practices for academic competitions shall not take place during any instructional part of the school day. In addition, special courses should not be designed or implemented for the primary purpose of preparing teams for academic competition. The Future Problem Solving educational model is designed to teach students HOW to think, not WHAT to think, and can be implemented in the daily classroom routine, however, practice problems and qualifying problems may not be completed during normal instructional time.

All building principals are encouraged to review this position statement with academic coordinators and coaches to clarify that all organized team practices occur as an extra-curricular activity. However, non-instructional time, such as lunch and recess, could be used for organized team practices.

It is permissible for students to read and do online research during the school day, as long as there is not any organized practice, and research does not occur during school instructional time.

**2 Study Guidelines:**

- a) IASP sponsors contests to improve teaching and learning. FPSP provides coaches with resources to help students understand the 6-step problem solving process as well.
- b) An academic coaches conference/webinar will be held towards the end of the first semester of each year and will have sessions to explain the various forms, rules/regulations and addenda.
- c) Evaluators will provide information related to the FPSP process at the coaches conference. That information will also be posted on [www.iasp.org](http://www.iasp.org).

**3 Expenses:**

- a) An entry fee varying depending on the specific divisions entered will be charged to participate in the Indiana Future Problem Solving Program. The entry fee must be received by the close of the school year. This fee will help to defray the costs of affiliate fees, purchasing awards, and other expenses associated with the competition. Each school will be responsible for its own expenses, including any incurred while attending competitions. The breakdown of contest costs can be found on the Future Problem Solving page of [www.iasp.org](http://www.iasp.org).
- b) All schools choosing to participate in the Indiana Future Problem Solving Program competition must be Department of Student Programs member schools. Please check with your administrator to ensure your school's membership is current.

**4 Enrollment Classifications:**

<b>FPS Classifications:</b>	<b>Corresponding IASP Classifications</b>
Junior: Grades 4-6	Elementary: Grades 4-6
Middle: Grades 7-9	Junior: Grades 7-8
Senior: Grades 10-12	Senior: Grades 9-12

**5 Format:**

- a) This competition will be divided into 3 levels: junior, middle and senior. Indiana Future Problem Solving Program offers 3 of the 4 elements for competitors: Global Issues Problem Solving (GIPS), Community Problem Solving (CmPS), and Scenario Writing. See section 9 for team roster requirements, section 10 for time limits, section 11 for submission procedures and section 13 for substitutions.
- b) All students competing must be listed on the team roster form that was submitted by the coach.
- c) Students in the GIPS division will be presented with a future scene, which is an imagined scenario on the chosen topic, typically 20-40 years in the future. Students are asked to apply the 6-step problem solving process to come up with an action plan.

- d) Students in the CmPS division will apply the 6-step problem solving process to real-world concerns in their own communities. Students will be expected to work with those in the community to strengthen their project as a whole.
- e) Students in the Scenario Writing division will work individually to create a future scenario based on one of the four yearly topics.
- f) For more information on the specific structure of each division within the Future Problem Solving Program, use the following link to view a portion of the FPSPI Policy Handbook.  
([http://www.iasp.org/wp-content/uploads/2019/06/fps\\_policyhandbook.pdf](http://www.iasp.org/wp-content/uploads/2019/06/fps_policyhandbook.pdf))

#### **6 Eligibility:**

- a) Any student enrolled in grades 4-12 is eligible to compete on that school's team. Schools may select their teams in any manner and with any additional criteria they choose.

#### **7 Dress Code:**

Since there is not a live competition until State Finals, there is no official dress code for Practice Problems and the State Qualifying Bowl. See the official Dress Code at the back of this packet for State Finals dress code information.

#### **8 Supervision:**

- a) Each team is to be supervised by a coach designated by the school principal. This coach will be responsible for seeing that all team members follow all rules and behave in an appropriate manner. A high level of sportsmanship will be expected of competitors, coaches, and fans. Failure of a coach to adequately supervise the team may result in the disqualification of the whole team.
- b) When students are completing the materials to be submitted for the State Qualifying Bowl, the coach may not be in the room where the students are completing the materials. Any other adult may serve as the contest proctor during this time to ensure that all rules are being followed.

#### **9 Team Roster Form:**

- a) On the afternoon of *January 6, 2021*, a team roster form will be posted on [www.iasp.org](http://www.iasp.org). Each participating school must enter the names of their eligible students, and electronically submit the form by midnight *January 22, 2021*. Coaches should list ALL of their eligible students, regardless of whether they will be one of the students listed on the team's actual submission. Coaches will not identify those actually competing on the roster form, rather the participating students will be identified on the competition booklet submitted for evaluation. No additions to the roster will be allowed after the deadline.
- b) Global Issues Problem Solving (GIPS) teams may consist of up to 4 competing students.
- c) Community Problem Solving (CmPS) teams may consist of up to 15 competing students.
- d) The Scenario Writing is for individuals only.

#### **10 Time Limits:**

- a) Students in the GIPS division will have 2 hours to complete their booklet utilizing the 6-step problem solving process. Students will then have 2 additional hours to design props, a skit and rehearse the skit before presenting the Presentations of Action Plans.
- b) Students in the CmPS division will have 2 hours to assemble their story board presentation prior to their scheduled interviews and presentations.
- c) Students in the Scenario Writing are not under a time limit.

#### **11 Submission of Materials:**

- a) Practice Problems #1 and #2, as well as the State Qualifying Bowl Problem will all be submitted online. There will not be any in-person event for these 3 rounds of the Indiana Future Problem Solving Program.
- b) Practice Problems #1 and #2 will be optional for teams, and therefore will require separate registration forms in order to participate. Forms will be posted on [www.iasp.org](http://www.iasp.org) so teams may register to participate in these 2 Practice Problems. If teams choose to compete in the State Qualifying Bowl, then their Qualifying Bowl registration fee will cover their participation in the

2 Practice Problems. If a team does not choose to participate in the State Qualifying Bowl, the team will be charged only for the Practice Problems that the team ordered.

- b) Upon completion of the contest materials, coaches will submit their students' work to IASP. These submissions will then be passed on to the evaluators for review.
- c) Teams that advance to the Affiliate Bowl State Finals will submit materials online prior to the contest date for evaluation, with other live elements taking place on-site at the Affiliate Bowl State Finals venue.

## **12 Consultation:**

- a) At no time during the 2 hour preparation windows will students be permitted to consult with coaches, parents or anyone else regarding specific contest material. General questions are permitted regarding time remaining and other non-contest-related questions and should be directed to the proctor. Unapproved interaction with coaches, parents or other people outside of their own team may result in disqualification.
- b) Students may only reference permitted materials during the 2 hour preparation window. Use of non-permitted materials may result in disqualification. Permitted items include: Pencil, Pencil Sharpener, Pen, Highlighters, Dictionary/Thesaurus, Non-Programmable Calculator, Un-opened Sticky Notes, and Water.

## **13 Substitutions:**

- a) If a student is listed on the official team roster submitted to IASP, they are eligible to be subbed in for a student that is unable to participate at the Affiliate Bowl State Finals.
- b) If extenuating circumstances arise and other changes need to be made to your official roster, contact the IASP office immediately. All changes must be approved by the IASP office for the students to be eligible to compete.
- c) FPSPI has additional requirements for those teams advancing to the FPSPI, and these will be shared with teams that advance to the International Conference.

## **14 Decorum:**

- a) Every effort will be made during competition to allow contestants to concentrate. No unnecessary talking or gestures should be made to, or around, contestants in competition. This is particularly important for judges, proctors, scorekeepers, timers, emcees, and coaches to note.
- b) See Code of Conduct at the back of this handbook.

## **15 Scoring:**

- a) Trained evaluators will score each student submission and scores will be tabulated to determine final placements.
- b) Decisions of the evaluators are final and scores will not be adjusted.

## **16 Evaluators:**

- a) Evaluators will be trained based on how long a team has been competing in the Indiana Future Problem Solving Program.
  - 1) Evaluator training is NOT required in a team's first year of participation, although it is highly recommend as a way to further understand what evaluators will be looking for.
  - 2) Beginning in the 2<sup>nd</sup> year of a team's participation, they will be required to provide an evaluator, who will go through training if they have not already done so voluntarily as a coach the first year. This trained adult does not have to be the coach. **This rule has been suspended for the 2020-2021 season. Coaches are encouraged to go through the training webinars that have been posted on the Future Problem Solving page of the IASP website.**

## **17 Breaking Ties:**

### ***Global Issues Problem Solving***

In the event that there is a tie at the end of the competition, all ties will be broken individually as the tie-breaker process plays out. Once a tie is broken, no additional tie-breakers will be applied to the team score influenced by the tie-breaker.

- a) The first tie-breaker (TB-1) will be the highest average score from the "Overall Scoring" section at the end of the evaluation rubric. Maximum score will be thirty (30).

- b) If a tie remains after utilizing the first tie-breaker method, the second tie-breaking procedure (TB-2) will be the most number of steps receiving a higher score amongst the remaining tied teams. Maximum score will be six (6).
- c) If a tie still exists after using the first two tie-breaker methods, the tie will be broken using Paired Analysis methods with preference given to the stronger Underlying Problem. Evaluators will reconvene and re-evaluate the Underlying Problem of the tied teams and determine the winner of the tie-breaker.
- d) The scorekeeper for the competition will be responsible for recording and figuring all tie-breaker scores and calling for the evaluators to reconvene if there is still a tie after TB-2.

### ***Community Problem Solving***

In the event that there is a tie at the end of the competition, all ties will be broken individually as the tie-breaker process plays out. Once a tie is broken, no additional tie-breakers will be applied to the team score influenced by the tie-breaker.

- a) The first tie-breaker (TB-1) will be the highest average score between evaluators of the total “Underlying Problem” and “Plan of Action” scores in Section 1 of the evaluation rubric. Maximum score will be sixty (60).
- b) If a tie remains after utilizing the first tie-breaker method, the second tie-breaking procedure (TB-2) will be the highest average score between evaluators of the total “Organization” and “Resource Identification & Utilization” scores in Section 2 of the evaluation rubric. Maximum score will be sixty (60).
- c) If a tie still exists after using the first two tie-breaker methods, the third tie-breaker (TB-3) will be the lowest number of the ranking provided by each evaluator. (Example: If three evaluators rank a team in 3<sup>rd</sup>, 6<sup>th</sup> and 7<sup>th</sup> respectively, the team’s TB-3 score would be 16, or 3+6+7. After calculating the total ranking score for each tied team, the lowest score would win the tie-breaker, as they would have had the highest ranking across the evaluation panel.)
- d) If the tie for all rounds is not broken after using the three tie-breaker methods, the tie will be broken by the highest score received during the interview and presentation portion of the competition.
- e) The scorekeeper for the competition will be responsible for recording and figuring all tie-breaker scores.

## **18 Awards:**

- a) Affiliate Bowl State Finals
  - 1. Medals will be awarded to members of the top three teams in each enrollment classification. Medals are available for each team member up to 15 (CmPS), 4 (GIPS) and one coach (or two if the team has two coaches). There will be no distinction for enrollment classification printed on the medals.
  - 2. Certificates and State Finalist ribbons will be awarded to each school that finishes outside of the medal positions in each enrollment classification.
  - 3. Plaques will be awarded to the top three teams in each enrollment classification. (Champion, State Runner-Up, and State Third Place)

## Future Problem Solving Calendar 2020-2021

Date	Event	Details
Aug. 28, 2020	<b>Academic Coach of the Year Nomination Form Due</b>	Form will be available on the website.
Sept. 1, 2020	<b>Coaches Conference Early Bird Deadline</b>	Form will be available on the website.
Sept. 9, 2020	<b>Coaches Conference Registration Deadline</b>	Form will be available on the website.
Sept. 30, 2020	<b>Academic Coaches Conference Educational Materials Distributed</b>	Indiana Convention Center
Sept. 25, 2020	<b>GIPS Practice Problem #1 Order Form Due</b>	Form will be available on the website.
Oct. 5, 2020	<b>Materials for GIPS Practice Problem #1 Distributed to Coaches</b>	<i>Sent via Email and shared with Google Docs</i>
Oct. 23, 2020	<b>GIPS Practice Problem #1 Due</b> Topic: Youth in Competitive Sports <i>Evaluations Returned: Week of Nov. 2</i>	Response booklets typed/ scanned, and submitted to <b>Indianaacademiccompetitions@gmail.com.</b>
Oct. 23, 2020	<b>GIPS Practice Problem #2 Order Form Due</b>	Form will be available on the website.
Nov. 2, 2020	<b>Materials for GIPS Practice Problem #2 Distributed to Coaches</b>	<i>Sent via Email and shared with Google Docs</i>
Nov. 20, 2020	<b>GIPS Practice Problem #2 Due</b> Topic: Wearable Technology <i>Evaluations Returned: Week of Nov. 30</i>	Response booklets submitted through Google Docs.
Dec. 4, 2020	<b>Qualifying Bowl Registration Due</b>	Form will be available on the website.
Dec. 11, 2020	<b>FPS Scenario Submission Date (DRAFT):</b>	If you chose to get feedback on a first draft, it must be submitted to <b>Indianaacademiccompetitions@gmail.com.</b> by this date.
Dec. 14, 2020	<b>Materials for GIPS Qualifying Problem Distributed to Coaches</b>	<i>Sent via Email and shared with Google Docs</i>
Jan. 6, 2021	<b>Team Roster Form Posted</b>	Form will be available on the website.
Jan. 15, 2021	<b>FPS Scenario Submission Date (FINAL):</b>	Submissions are to be sent to <b>Indianaacademiccompetitions@gmail.com.</b> by this date to be considered for state awards.
Jan. 22, 2021	<b>Team Roster Forms Due</b>	
Feb. 6, 2021	<b>GIPS Qualifying Problem Due</b> Topic: Human Environmental Impact <i>State Finalists will be announced Feb. 26.</i>	<i>Sent via Email and shared with Google Docs</i>
Feb. 19, 2021	<b>Notice of Intent to Submit CmPS Project for Competition</b>	The form will be posted on the website.
Mar. 14, 2021	<b>CmPS Progress Report Due</b> 6-page report	<i>Sent via Email and shared with Google Docs</i>
Mar. 14, 2021	<b>GIPS Booklets for State Affiliate Bowl Due</b> Topic: Personalized Medicine <i>Results will be announced at the State Bowl</i>	Booklets will be submitted online, and then presentation of action plan will take place on the day of the bowl.
Apr. 3, 2021	<b>FPS Indiana State Bowl</b> Topic: Personalized Medicine Presentation of Action Plan <i>By invitation based on Qualifying Problem</i> <b>CmPS - Displays and Interviews</b> <b>Scenario - readings</b>	The Indiana Affiliate State Bowl's location is yet to be determined.
Jun. 2-6, 2021	<b>International Conference</b>	<b>University of Massachusetts, Amherst</b>

## **Code of Conduct**

The Indiana Association of School Principals (IASP) sponsors various programs that benefit all students in Indiana. The IASP Department of Student Programs organizes academic competitions for elementary, junior high/middle, and high school students. By the nature of academic competitions, the atmosphere at each competition should be challenging and intense, but sportsmanship, common sense, decency, fairness, and respect should prevail at all times. These virtues should be taught to students by adults, then adhered to by students and coaches at all competition sites.

The majority of coaches and students conduct themselves in an exemplary manner and are commended for displaying positive attitudes and behavior.

The IASP Board of Directors reminds principals of their responsibility to make certain that all personnel and students conduct themselves in the proper manner at all school functions. Therefore, the board expects that all principals require coaches and students to display appropriate behavior and sportsmanship at all academic competitions. The board strongly suggests that principals share the Department of Student Programs Position Statement, Philosophy, Objectives, and Potential Outcomes of the Program with academic coaches and, in turn, the students.

If inappropriate conduct occurs at academic competitions, an incident referral form will be submitted to the IASP Program Director within 48 hours of the competition. The IASP Program Director will contact the principal with a warning (unless the situation is serious, then step two will be followed immediately.) If inappropriate behavior occurs a second time, then the principal and coach(es) will be expected to appear before a panel of IASP Board of Directors members to explain the reason for the continued inappropriate behavior. Depending on circumstances, the school and/or involved parties could be placed on probation or even lose the privilege of participating in further academic competition(s).

**Indiana Association of School Principals  
Academic Competition Dress Code**

**This code applies for live in-person events.**

Academic competitions are not forums for personal statements, but rather are gatherings of talented students all with the primary objective of academic excellence. Principals and academic coaches have a shared responsibility to require and enforce standards of apparel deemed acceptable to represent their school and community. The Indiana Association of School Principals has approved the following rules for attire for students and coaches wishing to participate in academic competitions:

1. All clothing must be neat and clean.
2. If desired, team shirts or matching attire is encouraged.
3. Also encouraged are dress shirts, ties, jackets, sweaters, slacks, or dress shorts for boys; skirts, dress pants, dress shorts, blouses, jackets, or dresses for girls.
4. Jeans and shorts are acceptable for area Spell Bowl, area Super Bowl, and M.A.T.H. Bowl. **Jeans and shorts are NOT acceptable for Spell Bowl State Finals, Future Problem Solving State Finals, Quiz Bowl State Finals or Academic Super Bowl State Finals.**

Immediately before or during the event and awards ceremony, contest staff will disqualify students if it determines they are wearing the following unacceptable attire:

1. Hats, bandanas, and sunglasses.
2. Clothing that advertises drugs, alcohol, tobacco, or contains explicit, suggestive, and/or offensive language or graphics.
3. Unclean or torn clothing or shoes.
4. Shirts or adornment that contain potentially pertinent information to the contest.
5. Shorts or tops that are revealing and/or not of dressed up nature.

Competing at the state finals level necessitates additional attention to apparel. Students and coaches must adhere to the aforementioned rules or face disqualification by the state procedural committee. Since these events are videotaped, publicized, and have larger audiences of a more diverse nature, principals and coaches must be especially diligent in monitoring student dress.

Spell Bowl, Future Problem Solving, Quiz Bowl and Academic Super Bowl State Finalists must also maintain the correct team or dress clothing throughout the event and awards ceremony. Shorts and jeans are not acceptable at any IASP State Finals competitions.

Academic competitions are an extra-curricular extension of each school's program to develop students' academic and social standards. Therefore, these dress standards are vital to the success of the school mission and to all IASP academic events.

PLEASE NOTE: Disqualification can occur at any point for any participant during a competition or awards ceremony. Most schools comply with the Dress Code. For those few who don't follow the rules the following is suggested:

When an individual or team is disqualified due to violation of Dress Code the following steps will occur:

1. Competition staff will verbally inform the coach of the reason immediately.
2. Competition staff will prepare a written explanation of the reason(s) for disqualification.
3. IASP will send a letter to the school's principal stating the reasons for disqualification. It will also state that should a second infraction occur within one year of receipt of the letter, the school will be ineligible to compete for one year.

**Indiana Association of School Principals / Department of Student Programs**



**Dress Code Sign-Off Form**

I have read, understand, and will abide (have my son or daughter abide) by the IASP/Department of Student Programs Dress Code.

Student:

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Printed Name

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Signature

Parent:

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Printed Name

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Signature

**Note: This will be kept on file by the academic coach at each school.**