



2025-2026 Division B/C Registration Steps

To be fully registered for the 2026 competition season, teams **must** complete the following steps no later than **Wednesday, December 3, 2025**. Registration opens **Wednesday, September 24**.

- ☐ 1. Head coach completes [this Google form](#) with basic school and coach information. *When this is completed, you should receive an automated confirmation email to the email address you provided in the form.*
- ☐ 2. Head coach, assistant coach or school-based sponsor (if applicable), and [high school student leadership](#) (if applicable) make accounts in the [VASO Div B/C Coach Portal](#). *Accounts are not active until approved by VASO. No more than three accounts per school (per division) will be approved.*
- ☐ 3. Head coach completes and emails the two required registration forms to registration@virginiaso.org. *Both forms require the signature of the school's head principal.*
- ☐ 4. After the Coach Portal account is approved, head coach enters in the number of teams they are registering to the [VASO Div B/C Coach Portal](#) and generates an invoice. *This invoice can then be shared with school finance offices that may require this documentation to approve payment.*
- ☐ 5. Invoice is paid via the [VASO Portal Invoices Page](#). *No login is required to access this page of the Portal to submit payment, so this can be completed by any person authorized by your team or school. Payment can be submitted via PayPal/credit card (preferred) or by check.*
- ☐ 6. Head coach enters their preferences for regional date via the [VASO Div B/C Coach Portal](#). **Regional assignments will be finalized based on the order of when teams complete Steps 1-5.**

Teams cannot participate in any invitational tournaments unless their VASO registration is completed before the invitational tournament date.

The following steps will need to be completed as part of Regionals preparation, but are **not** required to be completed by December 3 to be fully registered with VASO.

- ☐ 7. Coaches put forward names and event preferences for regional event supervisors in the [VASO Coach Portal](#) no later than **Friday, December 12**. *Every team competing at a VASO tournament is expected to run and grade event(s). Teams are not expected to write tests for events. Teams will not be assigned team numbers at their tournament until their required number of event supervisor submissions are completed. More guidance on the expectations of event supervisors will be provided.*
- ☐ 8. Teams sign up for required volunteer shifts for their regional tournament date. *Coaches will be notified via email when this function is available in the Portal, and when the deadline for submissions is set for their respective tournaments. Teams will not be able to sign up for building event time slots at their regional tournament until their required number of volunteer shifts are filled.*
- ☐ 9. Parents sign the [student permission form](#) on the VASO website. *No login is required for parents to do this. Coaches will be able to see who has filled this out from their team via the VASO Coach Portal. Students cannot participate in the tournament without having the permission form completed.*



SCHOOL SPONSORSHIP

Science Olympiad is devoted to improving the quality of science education, increasing student interest in science and providing recognition for outstanding achievement in science education by both students and teachers. As such, the program has always required that teams be school-based, with all team members attending the same school.

School Affiliation

Teams participating in the Virginia Science Olympiad must be recognized as a school-sponsored organization by the principal (or equivalent) of the school. Signing this form and registering a team acknowledges this relationship.

Head Coach Authorization

The principal authorizes an adult head coach to act on behalf of the school team(s). The coach is a representative of the school and is responsible for ensuring that the team follows all school-established policies and procedures for student supervision, liability and safety. VASO highly recommends that coaches are school employees.

The head coach of the team(s) accepts the following duties:

- Acting as the VASO point of contact, receiving VASO communications and relaying relevant information to students, families and administration as needed
- Managing selection and organization of students to team rosters, including assigning events and partners
- Overseeing team preparations in advance of tournaments, including securing team volunteers
- Supervising student competition on-site for the duration of all tournament days
- Ensuring that all [VASO policies](#) are met by the team and associated parties

School-Based Sponsorship

If the coach is not a school employee, VASO highly recommends head coaches work with a principal-designated school employee who can ensure compliance with school policies and support team administration, including organizing school paperwork necessary for travel to tournaments, procuring team supplies and meeting space, and assisting in team selection. This school employee will also receive VASO communications. A school is not required to have an additional sponsor, but they **must** have a head coach who accepts all duties as described above.

I have read and understand the VASO School Sponsorship Policy. By signing, I agree that the following is the authorized coach (and additional school-based sponsor, if applicable) for the school.

Principal	Name (Print): _____ Signature: _____ Date: _____
Head Coach	Name (Print): _____ Signature: _____ Date: _____
School-Based Sponsor (if applicable)	Name (Print): _____ Signature: _____ Date: _____

TEAM EXPECTATIONS

Adherence to VASO Policies

Teams are expected to adhere to **all** posted Virginia Science Olympiad policies, requirements, and clarifications from www.virginiaso.org as if they were included in the official event rulebook.

Team Registration

Head coaches are required to complete registration with Virginia Science Olympiad for the season before their team competes in any tournament, even those run by organizations other than VASO.

Tournament Day Participation

School-approved, adult representatives are required to be on site for the duration of their team's presence at the tournament location. Head coaches are expected to fill this role and to be reachable via phone and/or email by tournament officials for the duration of the tournament. In the event that a head coach is unable to attend a tournament, it is the responsibility of the coach to designate a replacement who is authorized by the principal to represent the school, and to inform the tournament director of this change.

Participating teams are expected to provide volunteers to supervise and/or assist in events on tournament days when their team is competing. Teams that do not meet their volunteer requirement will not be eligible to compete. It is the responsibility of the head coach and other adults associated with the team to meet this requirement.

Conduct

Each sponsoring school is responsible for the conduct of its participants. Students, coaches and other adults are responsible for ensuring that any applicable school or Science Olympiad policy, law, or regulation is not broken. [VASO policies](#) regarding conduct notably include:

- Cheating and Misconduct Policy
- Parent Participation Policy
- Clean Up Policy

Vandalism

If a member(s) or person(s) on or associated with a team commit(s) an act of vandalism, the team may be disqualified from the competition. In egregious cases of vandalism, as determined by tournament officials, no member of that team will be awarded a medal in ANY event and persons may be barred from future competitions. Each sponsoring school agrees to pay the cost of repairing damage from any act of vandalism. Vandalism means a deliberate action that results in damage to property, including, but not limited to, graffiti, damage to facility property, and damage to others' personal property.

By signing below, I indicate that I have read and understand the VASO Team Expectations Policy.

Principal	Name (Print): _____ Signature: _____ Date: _____
Head Coach	Name (Print): _____ Signature: _____ Date: _____
School-Based Sponsor <i>(if applicable)</i>	Name (Print): _____ Signature: _____ Date: _____