



COLLEGIATE WORLD SERIES
NATIONAL HISPANIC INSTITUTE

COACHES HANDBOOK

Northeast CWS

June 29 – July 1, 2016

International CWS

July 13 – 15, 2016

Texas CWS

July 27 – 29, 2016

**National Hispanic Institute
P.O. Box 220, Maxwell, TX 78656
Office of Collegiate Services
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NATIONAL HISPANIC INSTITUTE

Dear CWS Coach,

Thank you for volunteering your time to help ready high school seniors for the college admission process at the 2016 Collegiate World Series (CWS) program. So that you may have a better understanding of this program and its goals, we have included the information in this packet for your review and records.

The CWS was created in 1991 to address the special needs of high achieving Latino high school students looking to apply to competitive colleges and universities. This program couples the wealth of knowledge you bring as an admissions representative with NHI's innovative game technology. As you serve as a coach these two days, I encourage you to share your expertise on the rigors of college admissions but also have a great time meeting some of NHI's most outstanding students.

We remind coaches who are staying at the campus of the following:

1. Please bring a pillow, blanket, twin-sheets, a towel/washcloth, and toiletries (unless directed otherwise).
2. You will have your own dorm room.
3. Bring 15-20 university t-shirts for your team and college fair materials for up to 125 students.
4. Dress in business casual or business attire for two days. Some coaches bring an official nametag with their university insignia, and others go all out and wear a university polo shirt and baseball cap.
5. Because we know that some coaches travel distances to join us, we have a flexible arrival schedule. You can arrive to check into your room beginning at 10:00am and be part of an informal meet and greet. We will have lunch beginning at 12:00pm. If possible, be there by 12:00pm to get a chance to know NHI and the other coaches. At 1:00pm, we will begin Coaches Orientation and review what will happen during the CWS.
6. You will begin scouting students you want to draft onto your team during the initial student introductions, immediately following opening ceremonies.
7. In recent years we have asked coaches to deliver presentations to the students on the ins and outs of college admissions. All of the students you will meet are rising 12th graders (High School - Class of 2017). If you have great material, presentations or other resources for any area of college admissions, please bring the links with you so you can use them in your presentation. If you would like to connect on Google Drive or through your own laptop, please connect with our Production Staff during the event so that your work can be beneficial to the training process. You will more than likely co-present with one of the other

coaches on one of the following topics: Common Application, Coalition Application (Possibly), Apply Texas (Possibly), Essays, Interviews, Letters of Recommendation, Resumes and Financial Aid/Scholarships. During Coaches Orientation/Briefing, you will have the opportunity to plan your presentation. It will more than likely be a 12-15 minute presentation.

8. We recommend that you bring comfortable shoes.
9. Heads up, Day Two (2) is LONG. We plan to begin at 8:30am (after Breakfast) and finish by 10:00pm that evening, at which time you can depart from the campus or stay for the remainder of the evening.
10. If you are still with us on Day Three (3), you are welcome to eat breakfast with us in the dining hall from 7:30am – 8:30am; and then you can checkout with our Onsite Director at that time.

Please review the “must-knows” for college admissions to coach your team. You will have a great time, and remember that we are happy to provide you with a data file of the CWS students after your participation. I will be on-site to assist you in any manner possible. Please let me know if there is anything I can do for you when you join us. My number is 512-730-1931 and my email is zgonzalez@nhimail.com. Again, on behalf of the National Hispanic Institute, I thank you and your institution for being part of this experience.

Best regards,

A handwritten signature in black ink, appearing to read 'Zachary D. Gonzalez', with a large, stylized flourish at the end.

Zachary D. González
Director, Collegiate World Series
National Hispanic Institute

INTRODUCTION

CWS Program Overview

The Collegiate World Series is a leadership project of the National Hispanic Institute that has been specially designed for college bound rising seniors. It creates a private, personalized setting and structure for participants to receive state-of-the-art training in preparation for the college experience. This five-day program is jointly taught by NHI staff and you, invited guest trainers from NHI's College Register. Through the CWS, participants gain valuable insight into the dynamics of college life. The program is designed to deliver high-quality training in college admissions and financial aid but to equally address the question of how to choose the right school, what role will college play in my future as a Latino leader, and how do I best prepare for the lifestyle change of college life to name a few. Overall, CWS works with students to reframe their understanding of higher education and its role in their development as future leaders in the Latino community providing them with a solid foundation of the college admissions and financial aid process.

The CWS Training Process

The CWS training process includes:

- The designation of team coaches
- A student draft system and college fair opportunity
- Special training segments on college admissions
- Special training on financial aid
- Personal relationship-building between students and college admissions professionals
- An awards ceremony to highlight team and individual accomplishments
- A life skills course in inquiry-based decision-making

After the introduction of the coaches, the process begins with the student draft. Afterwards, a round robin tournament is staged between the competing teams on the more essential topics of college admission, financial planning and management, the transition from high school to college, making the college choice and other issues. CWS games will challenge students to write essays, participate in mock interviews, organize presentations, submit resumes, and complete a college application. The effectiveness of their individual and team performances are evaluated by students themselves and college admission professionals.

PROGRAM ROLES

CWS Program Director/Onsite Director

The CWS Program Director is the chief program administrator of the Collegiate World Series program. The CWS Program Director acts as the primary liaison between the National Hispanic Institute and participating bodies (College Register, NHI families, host institution, etc.). The Program Director works directly with the host institution to coordinate all CWS events as well as working with NHI to oversee all training and curriculum.

CWS Commissioner/Educational Director

The CWS Commissioner is the chief educational trainer at the CWS program. He/She is responsible for the chemistry that promotes interaction between the students and the trainers (College Register members). The Commissioner also ensures that all participants and coaches follow the laws of fair play and sportsmanship. The Commissioner conducts a review of the CWS game and moderates the training from start to finish. The commissioner oversees and announces game match-ups, conducts previews on particular aspects of admissions, declares winners, and handles all other administration and timetables associated with training and management of the program.

CWS Tournament Director

The CWS Tournament Director handles all administrative matters at the program. The Tournament Director is responsible for the administration of a smooth and high caliber program. The Tournament Director handles the bracketing, point tabulation, and tournament administration. The Tournament Director works with the Program Director to coordinate facilities, with the Commissioner in the administration of games, and with the senior mentors to tabulate scores and judge games.

CWS Coaches (College Representatives)

CWS Coaches are the primary source of information on college admissions and financial aid between the program and the participants. Coaches participate in NHI's student draft system to create teams. They conduct individual training sessions on individual aspects of college admissions and financial aid as assigned by the Commissioner. CWS coaches facilitate discussion and dialogue among their teams on themes and topics presented during CWS training segments. Coaches also foster a spirit of competition, work individually with students who need additional assistance, and represent their respective institutions during the college fair segment of the program.

CWS Senior College Mentors

CWS Senior Mentors assist in administering all CWS competitions and are assigned to work with coaches to maintain schedules. They also are responsible for maintaining a high level of sportsmanship and friendly competition along with the Commissioner. The mentors also handle administrative duties such as program management, staging, point tabulation, security, and registration.

CWS Staging and Production

The CWS Staging and Production coordinator works with the Commissioner and the Program Director to set up all staging, music, and visual elements.

CWS Umpires

The CWS Umpires assist in tabulating results of games, coordinating logistics, and making announcements.

CWS COACHING 101

NHI programs are distinct because of the Institute's creative game technology used to educate bright young minds. The CWS uses a baseball theme to captivate participants through a two-day experience on college admissions and financial aid. After a series of initial activities you will be asked to draft a team of approximately 12-15 students (depending on the number of coaches) to form your team. This group will remain with you for the remainder of your time at the program. Your team will then compete in a series of games against other CWS teams and coaches. At the end of the tournament, the team with the best win-loss record wins the championship. Participants take home championship t-shirts and championship coaches are awarded a commemorative trophy.

The main responsibilities of being a CWS coach include:

- Assisting in the training
- Guiding your team through various games designed for them to learn about the college admissions process
- Building team camaraderie
- Promoting a high level of enthusiasm and involvement amongst team members
- Answering specific questions about your universities' admission/financial aid process and campus life
- Playing fairly and using good sportsmanship among other coaches and teams
- Spending time personally getting to know CWS participants

As listed above the chief trainer for the CWS is the Commissioner. The Commissioner conducts 5 individual training sessions. The five sessions are: The Written Application, the Essay, the Interview, Resumes and Letters of Recommendation. A presentation is also conducted on Financial Aid and College Entrance Exams. As part of your coach prep, you will be paired with another coach to provide students with an example, an anecdote, a do or don't about a particular aspect of admissions (resumes, letters of rec, etc.). You will present these themes to the student assembly along with you co-presenter. Afterward, students have the opportunity to try their hand at each aspect of the admissions process.

In addition to larger training sessions, there will be times when you will be able to have some one-on-one time with your team. During these moments feel free to share personal experiences you have had addressing that particular component (essays, interviews, etc.) or discuss the specifics your university has. In addition, students are aware of the limited amount of time they will have with you so be prepared to answer questions at different points throughout the program such as lunch, end of the day, or between games.

Below you will find a listing of the descriptions of each game. Included are the rules of each game and some of the major points stressed by the Commissioner. It is important to be relaxed and have fun with the students. Students will respond to their coach, so be enthusiastic and excited and the students will follow.

THE CWS DRAFT

Each Coach is handed a listing of players in the combined player's pool. As soon as participants are declared rookies, each player presents himself/herself before the assembly. Meanwhile, CWS Coaches are observing and scouting out their top picks.

At the conclusion of the student self-presentations, coaches have a further opportunity to dine with students and host a college fair with them. At this point, look for students who meet your criteria to select them on your team. After the initial view of students, dinner, and the college fair, you should have a good idea about who you want on your team. In a private location, coaches pick a draft order for the evening. The selection sequence is designed so that every coach picks 1st at least once. It goes as follows:

- 1 2 3 4 5 6 7 8
- 2 3 4 5 6 7 8 1
- 3 4 5 6 7 8 1 2
- 4 5 6 7 8 1 2 3
- 5 6 7 8 1 2 3 4, etc.

Once the draft officially begins, Coaches have approximately one hour to draft their team members. The CWS Head Umpire and Education Director moderate the draft. After the draft, coaches are allotted some time with their teams to mingle and do some team building exercises. When time allows, a friendly competition is held for the best team cheer (does not count towards the championship).

GAME 1: THE APPLICATION

High school students in general tend to view the college application as something to fill-out and submit rather than the opportunity to distinguish themselves from competitors with similar credentials. At the CWS the different methods of utilizing the college application as an important tool in self-marketing is reviewed. The focus of this training component is to guide students to better understand and appreciate the use of applications as a means of conveying particular messages about themselves that draws attention to their individual traits and talents, maintains the reader's (admission representative) interest during the review process, and makes the student a high profile candidate.

KEY POINTS:

- The Common Application
- The Online Application + supplements
- Neatness
- Typing vs. Handwritten
- Fee Waivers

GAME RULES:

Players will fill out the Common Application as a competition. They receive the application the evening before and work on their draft. Prior to attending the program, they are also asked to develop a resume. As a coach, you will have the opportunity to answer specific questions about the Application and the Resume before sending your best one to competition.

For both, general Information, extracurricular activities, etc., will be asked. In addition there are several short answer questions that will be graded as part of the total score for the application. This game is NOT merely to see if you can fill out applications correctly but on the quality of your responses. Applications are evaluated by the teams themselves, and the best application is selected and sent to the finals to be evaluated by the other coaches.

GAME 2: THE ESSAY

The essay and essay topic are distributed during registration on Day 1. Two coaches will help deliver a strong 10 minute presentation about do's and don'ts of the essay. This training session will stress how at times the essay can be the primary tool used to determine acceptance. Consider sharing information about the student as a protagonist in the story. Also share one or two anecdotes about a best and worst entrance essay.

KEY THEMES:

- Give yourself time
- Have at least two proof readers
- Write the essay even if it is optional
- Be positive
- Be original and unique
- Don't use words you don't know
- Be clear and concise
- Be the protagonist rather than the victim

GAME RULES:

Students will be given three possible essay topics. They can jot down notes and an outline about how they might answer the questions. They will then be given one topic (of the three) and have 30-40 minutes to write a brief essay. They will evaluate, as a group, the various essays and select the best one based upon on structure and organization, grammar/spelling, appropriate response, creativity and originality. Coaches will then have the opportunity to read each team's "winning essay" and rank them.

Game 3: LETTER OF RECOMMENDATION

This training session will focus on how students should go about asking for letters of recommendation.

- Students should be coached on how to approach someone for a letter
- How to describe themselves to a recommender
- What information should and should not be provided to a recommender
- How do write a request for a letter of recommendation

- Briefing of an initial email or written form of request
- Relationship with a recommender who is suited to write the recommendation

GAME 4: THE RÉSUMÉ

This training session will focus on how students should prepare their resumes. They are given a virtual prompt to prepare resumes in advance of coming to the CWS. Some will bring them, others may not. The idea is to help them to begin preparing a strong self-presentation on paper to circulate to admissions officials and for scholarship opportunities.

- Students should be coached on how long resumes should be
- How to write a good objective
- What information should and should not be provided
- Good resources/tools for the resume
- The appropriate use of abbreviations and language
- Font, photos, technical information for an easy read
- Where an impact can be made using the resume

GAME 5: THE INTERVIEW

Many selective colleges and universities use interviews as part of the regular admissions process. Other institutions use interviews to make final decisions when additional information is needed. At the CWS, live simulations are used as part of the training to give students hands-on experience for interviews. Through these exercises, they not only gain insight into the dynamics of the interview process, but also understand the social requirements for college admissions.

This session involves coaches in the training module. Two coaches will help develop interview skits, which may also involve the other coaches on “bad” and “good” interviews. This session becomes quite enjoyable as the limelight is put on the performance skills of the coaches for the students to enjoy.

Interview briefing

- A personal interaction between students on the same team
- Often used by colleges and universities attempting to get a final impression about a candidate prior to committee.
- Sometimes required of all college applicants, especially small liberal arts colleges and private universities.
- An opportunity for students to transmit images of being sound, mature, self-confident, articulate, self-reliant, creative, and able to think on their feet.

Interview also looks to:

- Test student comprehension of interview questions.
- Test student capacity to delineate well-constructed responses.
- Test student social appearance and preparation.

- Test student social skills.

GAME RULES:

Your students are evenly divided into two sides: interviewees and interviewers. College Representatives are asked to create a stock group of several interview questions that will keep interviews to about 2 minutes each. Students use these questions to interview each other. They will evaluate each other based on the quality of their responses, poise, a good question about the university, interpersonal skills and articulation. After concluding all the interviews, the top scorer goes on to the finals in front of the entire CWS assembly.

GAME 5: FINANCIAL AID

College-bound high school seniors are annually asked to make critical financial decisions regarding the cost of attending college. Many times these decisions carry long-term financial consequences that can range anywhere from \$20,000-\$70,000 for four to five years of undergraduate studies.

Much like the college admissions process, financial aid is also a game with many forms, terms and protocols. The key to obtaining a good financial aid package is planning ahead by meeting deadlines, doing plenty of research, and having a solid grasp of all forms and scholarship criteria. A good financial aid applicant must have a complete understanding of every component of the process including the FAFSA, CSS PROFILE, EFC, SAR and loan stipulations to name a few.

The Financial Aid Game is an exciting way to test the knowledge of financial aid terms and concepts. It presents a relaxed and fun environment in which to discuss topics that are normally very trivial and convoluted.

KEY POINTS:

- Deadlines
- Don't let the costs of school scare you
- Federal Aid vs. University Aid
- Scholarships vs. Grants vs. Loans
- ROTC
- Work Study

GAME POINTS:

At the conclusion of the presentation teams will be given an allotted time to return to their dugouts and prepare a small commercial/skit/video/presentation on financial aid. Each presentation must include every team member as well as the coach. The presentation must be completed within the time limits delineated by the CWS Commissioner.

STUDENT RECORDS

As part of your participation, student records are compiled by the National Hispanic Institute and automatically transmitted to your institution for follow-up purposes.

Should you wish to have students fill out individual student interest cards, you may do so during your designated team times.

SCORING SYSTEM

The CWS scoring system is a combination of both student input and your peer coaches' scores of your team. You will not be asked to evaluate your own team's performance when in competition with other teams. NHI has a unique announcement system to keep you apprised of "how your team is doing" in the accrual of wins-losses towards the championship. Winning coaches and their team receive a special recognition and awards!