

Odyssey of the Mind Houston Area Region Tournament

Coaches Information

Before Competition

Arrange for Your Team's Props to be Transported

Whether you rent a truck or bring the props in cars, figure out how your team will transport their props and costumes to the tournament. Remember, adults can help the team carry their items but only the TEAM may create, connect, or position the items.

Judge Double Check

Double check with your judge to make sure they went to training and are reminded about the tournaments. Thank your judge and let them know how important they are to this program.

Tournament Assistant

If your membership qualifies to supply a Tournament Assistant, (staff), make sure someone attends a TA assignment meeting, (usually two meeting options). If they miss the meeting have them contact the RD in charge. Meetings are posted via the HAROdyssey@yahoogroups.com group posting.

Determine Your Team's Competition Times

Competition times will be posted on the Houston Region web page about one week before the tournament. Go to www.txodyssey.org, select Regions, select Houston and you will be on the Houston Area Region web page. Competition times cannot be changed. Your team will be assigned one time for the Long Term competition and another time for the Spontaneous competition – they can be in any order. Parents and friends are encouraged to watch the Long Term competition. The Spontaneous competition is closed to all but team members, even the coach may not watch.

Have your 2 hour volunteer contact ...to arrange times.

Have your 2 hour volunteer contact the hourly volunteer coordinator before the tournament via the link on the txodyssey.org web site. The actual time assignments start after times are posted. Hurry; there is little time to coordinate.

Make Copies of Paperwork Needed for Competition

Every team must have all the required paperwork. Make all copies prior to arriving at the competition. The hosting school will not have copy facilities available for teams. Forms can be found in the membership packet and online. See the Program Guide and problem statement for directions on how to complete each required form. If you advance to State or World Finals you will need NEW copies. **DON'T TURN IN YOUR ORIGINALS.**

Your team will need the following copies:

- One (1) copy of your school's membership card.
- One (1) copy of the single page Media Release form.
- Medical Release forms – one for each child. These are not turned in, but are kept with the adults that are responsible for the children on your team. One copy should be given to each person responsible for the children.

- ❑ One (1) copy of the Material Cost form.
- ❑ One (1) copy of the Outside Assistance form.
- ❑ Four (4) copies of the Style form.
- ❑ Four (4) copies of any required problem specific paperwork. To see if your team needs these forms you must see your Long Term Problem Statement, Section H. The Team Must Provide.
- ❑ One (1) copy of all national Problem SPEDIFIC Clarifications if your team received any. (This is needed only if your team submitted a problem clarification.)

We recommend that teams list their style elements in the same order they are listed in the problem for ease of reading by the judges.

Go to www.txodyssey.org/forms for blank forms. Go to www.odysseyofthemind.com Members Area for a copy of your membership card.

Check-In Procedure on Competition Day

Step 1: Team Check-In Table.

Coaches check-in when their team is all present. Coaches should check in at the Main Team Check-In Table at least 2 hours before the scheduled Long-Term performance time or ½ hour before the Spontaneous time, whichever is earlier.

Exception: If you are the first team in the morning, check in 1/2 hour before your time, sign in and report to the paper check right away.

Forms needed for the Main Team Check-In Table:

1. One (1) copy of your school's membership card (Keep)
2. One (1) copy of the single page Media Release form. (Turn in)
3. Medical Release forms – one for each child. (Keep) These are not turned in, but are kept with the adults that are responsible for the children on your team. Any parent, teacher, or coach who is in charge of the children should have a copy of these forms at all times.

At the Check-In Table the coach will:

1. Sign in the team
2. Turn in the Media Release form
3. Show the membership card and Medical Release forms
4. Learn where the team's competition sites will be.
5. Receive instructions on where to bring in and stash the team's props.
6. Pick up the team's participation certificates.

The locations of your team's competition sites will be displayed on posters through out the building.

Go to www.txodyssey.org/forms for blank forms. Go to www.odysseyofthemind.com Members Area for a copy of your membership card.

Step 2: Paperwork Check Station – mandatory .

All the problem paperwork is reviewed and certified at the Paperwork Check Station All Divisions, ([except primary](#)), must have at least one team member that presents the paperwork - the coach and other team members may also be present.

The idea is that any obvious corrections and/or additions that are needed will be made at this time by those presenting the paperwork. A coach can assist in making changes for Division I teams only. Only team members can make changes for Division II and III teams. Make sure that those who will make any required changes are present at the paperwork check in station.

Priority will be given to team's competition order. Please report to paper work check at least one hour before your long term competition time.

[Note: Primary teams DO NOT go to paper check.](#)

Forms needed for the Paperwork Check Station:

(Paperwork Check would like the following forms, in this order:)

1. One (1) copy of the Material Cost form.
2. One (1) copy of the Outside Assistance form.
3. Four (4) copies of the Style form.

We recommend that teams list their style items in the order listed in the problem for ease of reading by the judges.

4. Four (4) copies of any required problem specific paperwork. To see if your team needs these forms you must see your Long Term Problem Statement, Section H. The Team Must Provide.
5. One (1) copy of any national Problem SPECIFIC Clarifications your team received. (Not all teams submit problem clarifications. This is needed only if your team submitted a problem clarification.)

Go to www.txodyssey.org/forms for blank forms.

Step 3: Unload Props.

Please do not unload your props any earlier than one hour before your performance. Please keep them against the walls and out of the way of the moving human traffic. Adults can help unload the props from the parking area, but make sure they do not assist the team in setting up the props. Only the TEAM may create, connect, or position the props. Parking will be limited. Please car pool.

Step 4 Long Term or Spontaneous

Your team could have long term or spontaneous first. Check your team's competition time.

4A Long Term. Be physically near the room where you will perform your long term problem 30 minutes before you are scheduled. You should have costumes on, props ready, the team members ready to go, and the coach fairly conscious (optional). Inform the judge who is manning the door that your team has arrived. Follow any instructions given to your team by that judge. When called to go in, do so.

4A Balsa wood structure problems have a different procedure. Teams in problem 4 must "weigh-in" before their performance. Each team has a weigh-in time on the schedule. Teams are welcome to report to weigh-in at any time BEFORE their scheduled

time if they wish. Your performance will follow weigh-in. Follow any instructions given to your team by the judges. When called to go in, do so.

4B Spontaneous. Only the team and one coach go upstairs to the Spontaneous check-in table. No visitors are allowed in the upstairs Spontaneous area. Please check-in 5-10 minutes before the team is scheduled for Spontaneous competition. After the team checks in, they will wait in the holding room (a classroom) for the judge to call them into the room where they will perform their spontaneous problem. No cameras, pagers, or phones are allowed in the Spontaneous area. No props are allowed in Spontaneous.

Remember, only five (5) team members perform the Spontaneous problem. The other non-performing team members can be in the room with the five performing team members but they do not have to be in the room. It is up to the team to decide who performs and whether or not the others come along. The coach may stay in the holding room, but will go downstairs when the team is called to perform the Spontaneous problem. The coach and parents should wait downstairs for the team to finish Spontaneous. Please do not block the stairwell.

Primary teams do not have a Spontaneous performance.

Remember to keep the Spontaneous problem a secret until after World Finals in May. Violations of this rule will result in team penalties. Other competitions around the state, country, and world may be using the same problem. Some local competitions may not be complete until the week before World Finals. We don't want others to have an unfair advantage. The spontaneous word of the day is "secret"!!!

Step 5 Score Pick-up

Coaches will be allowed to pick up long term and style master scores no earlier than one hour after their team's performance. Time may be longer. Exception: If your team is among the first teams to perform, the scores will be held so the judges can normalize their score scale. These coaches will be told when to pick up the scores. High school only teams may have a high school "team member coach" pick up the scores.

When the coach picks up the scores, the Head Judge will discuss the scores and penalty deductions (of any) with the coach. The coaches will have ½ hour to check the scores and file a correction or grievance with the Head Judge. Master Style score are informational only and may not be discussed. Spontaneous scores are not given out during the tournament. Teams will see the final compiled Spontaneous scores when the ranking is posted online after the tournament. At a later date, a summary of all scores and ranks will be available online at the Houston Region web page.

Coaches who do not pick up scores during the day will be given another chance at awards. After the tournament only advancing team coaches may pick up their pink copy of the score sheets, others will not be available. Please make every effort to get them the day of the tournament. Advancing team coaches may contact info@txodyssey.org to arrange for pick-up. We cannot promise that the team will receive the score sheet if the coach does not pick up it up at the tournament. This procedure changes from year to year, so please verify this information at the main check-in table.

Awards Ceremony

The Awards Ceremony that is held later in the evening in the school's auditorium. Space may be limited. Seating preference will be given to teams. Your team does not have to be present to win, but it sure is fun to come up on stage and receive the attention. See the signs posted during the tournament for the start time.

Advancing Teams

There will be a brief meeting for advancing teams immediately after the Award's Ceremony. ONLY ONE coach or team representative may attend this meeting. Teams who advance to the State Tournament must register online **BEFORE THE FRIDAY AFTER THE TOURNAMENT**. More details will be available in this representative meeting.

Safety & School Etiquette

Safety considerations always come first at a tournament. Please make sure your kids are safe at all times. Keep props pushed to the side walls so a pathway way is left. Make the tournament a positive experience for everyone.

Load props in your vehicles after your competition to make room for others.

No one may use site electricity, except the team during their actual competition. Electricity usage increases the schools hosting cost; this includes no cell phone, computers and tools.

Please help us keep the site as clean as or cleaner than when we arrived. Check your area when leaving for any trash or personal items.

Any negative conduct or poor sportsmanship can result in a Spirit of the Problem deduction for the team, even if it is by the team's parents or friends.

You must have a Medical form filled out for every team member present. If the coach leaves the campus, the medical form must be left with the chaperone remaining with the children. If you need First Aid, go to the main check-in table for help.

Concessions in the Cafeteria

Pre-Ordered T-Shirts. Please pick up your pre-ordered Regional t-shirts in the cafeteria. All pre-orders are paid for at the time they are picked up. **WE DO NOT ACCEPT ADVANCE PAYMENT BY MAIL.** Please have the person picking up the t-shirts bring a copy of the order confirmation email, if available, to speed things up. Checks are payable to Odyssey of the Mind - Texas. Cash is also accepted. No credit cards.

Regional T-Shirts. If you didn't pre-order, there is still a chance to get that beautiful regional shirt. Limited sizes and numbers will be available for sale during the tournament. Cash and checks only, made payable to Odyssey of the Mind - Texas.

Pins and Souvenirs. The pins are in and they look great! There are pins for each of the problems, pins for our region, pins that blink, and pins that sparkle. Some are funny. Some are beautiful. Some are actually educational. Everyone LOVES pins. You can

buy one or the whole set. Cash and checks only, made payable to Odyssey of the Mind - Texas.

Lunch. Chick-fil-A is serving lunch in the cafeteria this year. The team can have a good lunch without ever having to leave the competition site. Chick-fil-A runs this separately from our Odyssey organization, but they give us a wonderful deal on our judges' lunches. CFA Sandwich, chip, cookie OR 8 Nuggets, chip, cookie for just one low price and a Fruit cup for an additional price. They will let you know payment options. Cash always works.

Drinks and Snacks. Sodas, water, coffee, candy, chips, and cookies will be available. Prices vary. Cash only.

Proceeds from sales, except lunch, go to the Houston Region and Odyssey of the Mind – Texas organizations. This money is used for tournaments and scholarships. Please support our organization. The tournaments have many hidden costs and proceeds from these sales help to keep our team fees low. Thanks for your continued support.

Copy Services

There are no copy services on campus for the tournament. Bring extra copies of all your forms. Make copies to save for yourself too.

Phone

Pay phones are located by the front office.

Visitors

Spectators are welcome to come and see the Long Term performances. In fact, we encourage spectators to watch and support other teams as well. The kids have worked hard to get here and deserve all the support they can get.

Parking will be limited.

Please turn off all pagers, phones, beepers, and anything else that would distract the team or judges before entering the performance rooms.

Do not use the hosting site electricity for any electronic devices or tools.

In many areas, performance room doors will be closed while a team is performing. Please do not enter while the doors are closed!

Teams may ask that no pictures be taken.

We will also take volunteers to work during the day. We always need door guards, hallway safety, check-in and information table helpers, souvenir sales persons, and runners for judge's snacks.

What's A Team To Do?

The teams do not have to stay at the competition site all day long. That is left to the coach's discretion.

Teams can watch other teams perform, although we don't recommend that children watch other teams that they are competing against.

Many coaches bring games or practice spontaneous problems during down time. It is fun to go outside to "the hill", if you have time. Shopping in the cafeteria is fun.

Many coaches bring a soft ball or Frisbee so the kids can release pent up energy playing on the grass outside. Food, drinks, and snacks are also available in the cafeteria.

A Final Word About Volunteers

All the directors, board members, problem captains, and judges are non-paid volunteers. It takes hundreds of volunteers to run the Houston Region Tournament. Many people have worked countless hours to make this program a success. We thank them for giving it their all.

If you happen to come across a judge, tournament official, or volunteer, please be sure to thank them for their time and effort. We couldn't do this tournament without volunteers!

A reminder, anyone can nominate an individual or team for an OMER's award. Forms are available at the Main Check-In table.

Anyone who would like to volunteer for a few hours at the tournament is welcome. Ask at the Main Check-In table. If you would like to help plan next year's tournament, contact the Region director on the txodyssey.org web site.