



SCHOOL COORDINATOR & THEIR ROLE

Contents, Ideas and Concepts Courtesy of

Maine Odyssey of the Mind
And
Buccaneer Bay Region of Florida Odyssey of the Mind

By:
Laurie Filardo
Buccaneer Bay Regional Director
Florida Odyssey of the Mind

[October 2018](#)



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WHY BE A SCHOOL COORDINATOR?

1. **You believe** every child should have the opportunity to be creative, learn to solve new problems, and have fun learning.
2. **You believe** every child should learn to work as part of a team to foster success in today's world.
3. **You know** that any worthwhile program needs an organizer.
4. **You know** that by working together, adults who make Odyssey of the Mind happen for the students can make the program better.
5. **You are willing** to work an average of an hour or two each week to help Odyssey succeed in your area.
6. **In short, you are willing to make a difference in the lives of all the Odyssey of the Mind participants at your school!**

COORDINATOR'S ROLE

1. Meet with interested students and parents to explain the Odyssey of the Mind™ Program.
2. Organize students into teams.
3. Recruit coaches for each team. Teams cannot be formed without coaches.
4. Get teams started:
 - ✓ Meet with teams after school to help them create themes, scripts, ideas for problem solutions, and help the "Brainstorm". This should be expected from the point of team formation until Christmas vacation.
5. If requested, the coordinator may continue to meet with teams one time per week to monitor progress.
6. Act as liaison between parents, coaches, students, administrators, teachers, and your Buccaneer Bay Florida Odyssey of the Mind Regional Director.
7. Meet with the coaches as a group to answer questions about team progress (or lack of!) and to answer any other questions.
8. Help coaches with required paper work.
9. Provide many materials (spontaneous books, videos, handbooks).
10. Help find required judges and workers for the regional tournament.
11. Purchase the National Membership, which registers your school or organization as a member of Odyssey of the Mind. Once teams have been formed, each team is required by our state to be a "registered team". See "COSTS OF ODYSSEY OF THE MIND" on page 3 of this manual for more details.
12. Be available by phone or e-mail almost any hour of the day or night (only a slight exaggeration) to help solve any problems you may be having.
13. Organize dress rehearsal the week before state tournament, if requested.
14. **BE YOUR BIGGEST MEANS OF SUPPORT AND ENCOURAGEMENT AND YOUR ALL-ROUND CHEERLEADER.**
15. Almost anything else...other than coaching.

STEPS TO GETTING STARTED

(Just Suggestions)

1. Talk to the Administration about the goals and the value of Odyssey of the Mind. Get approval. Explain what might be required in terms of sending flyers home, having an Awareness (Informational) Meeting one evening at the school, enlisting a faculty sponsor (mandatory at secondary schools,) and perhaps soliciting teachers to be judges at the Regional Tournament as scheduled.
2. Discuss costs associated with OotM and the school's contribution, if any, who might finance the \$135 membership fee and whether any funds might be available to pay meet fees or coaches' training fees. Many districts require a school can only have a certain number of "fund raising activities", so it is important that you get approval ahead way in advance of your event.
3. Talk to the PTA/PTSA president about Odyssey of the Mind. If funds are not available from the principal but he or she approves, ask the PTA for funding.
4. Invite interested parents, students and teachers to an Awareness Meeting to tell them about Odyssey and how to form teams. (Regional Board members can help you with this meeting if you wish.) The information about this meeting can be sent by flyer, PTA newsletter and/or announcements over the PA system.
5. Recruit coaches by explaining a team cannot be formed without a coach. (Some schools have had much success by requiring that team parents have some responsibility, either as coach, assistant, spontaneous coach, etc.)
6. Have students sign up and juggle their interests, ages, and available coaches to form teams. (Ideally, all interested students should have the opportunity to participate.)
7. Ensure the local Odyssey of the Mind Region has you on its mailing list. Contact your Regional Director.
8. Provide initial support to coaches by giving information, copies of the rules and of the problems. Information about training will come from the local region; rules and problems are sent in a packet from the National organization of Odyssey of the Mind, Creative Competitions, Inc. (CCI), when you join.

WHAT ELSE CAN I DO?

Not in the basic job description, but you could:

- Help teams with spontaneous practice
- Be an Odyssey judge or volunteer
- Organize parent resources and perhaps hold a "skills" workshop to teach students some basic skills, such as sewing, painting, and "brainstorming".
- Have a "Spontaneous Training Workshop" at your school. Each coach provides a problem and runs a station. Assistant coaches bring the teams around to each station
- Send information about teams to your local newspapers
- Start an Odyssey Resource Library for your school. Buy a few books or videos from the National organization of Odyssey of the Mind, Creative Competitions, Inc. (CCI), and add to the collection yearly
- Try your hand at writing a few spontaneous problems for the teams at your school to practice
- Plan a "Coaches' Recovery Party" and/or an Awards Ceremony for your school
- Arrange for teams to rehearse at the school and perhaps give a performance to the other students, staff and administration, and civic organizations.

PROCEDURES SPECIFIC TO INDIVIDUAL SCHOOLS

- What funding is available and who provides it
- How teams are formed
- What flyers you want to send home
- How to best disseminate information
- How & when to put articles in the school newspaper
- Whether to have an in-school or PTA performance
- How to recognize team members and volunteers after the competition

HOW TO DEAL WITH MEMBERSHIP AND TEAM REGISTRATION!

(or, How to Make Sure Your Teams are Legal!)

There have been many questions regarding what is a “**Membership**” and what is “**Team Registration**”.

Membership: A member may be a school, a recognized community group, or a college or university. A membership fee is \$135 (U.S.). With each membership, you receive:

- Five long-term problems that are challenging, user-friendly, and cover a wide variety of subjects.
 - One non-competitive primary problem, designed to introduce younger students to creative problem solving.
 - An Odyssey of the Mind Program Guide, which provides coaching information, rules, sample spontaneous problems . . . AND MORE!
 - The Odyssey of the Mind Newsletter, a quarterly publication loaded with valuable program information.
 - The opportunity to enter official competitions.
 - A chance to attend the annual World Finals.
 - The opportunity to win educational scholarships.
 - All mailings and program updates.
 - Support services from International Headquarters.
- ❖ To register as a Member, you need to go to www.OdyseyoftheMind.com.
- To pay for your Membership, National will take check, credit card, or purchase order. See “National Membership Application” found in this manual.
 - National Membership Packets are mailed *generally the 1st of September*. Once you receive the National Membership Packet, **photocopy everything** for you and the coach. Keep original Membership Packet in a safe place for future copying needs.

Team Registration: This refers to any team wanting to participate in a regional tournament must pay a Team Registration fee. There is an additional fee of \$50 should the divisional team advance to State Tournament.

- ❖ To register as a team, see TEAM REGISTRATION in this document.

COSTS OF ODYSSEY OF THE MIND

WHAT DOES Odyssey COST?

- | | |
|-----------------------------|--|
| ➤ National Membership: | \$135 (subject to change annually). |
| ➤ Team Registration Fee(s): | \$100 per Division (I-IV) team, \$45 per Primary team. |
| ➤ Advancement to state: | \$50 per divisional team. No charge for primary teams. |

WHO PAYS?

- In some schools, the principal or the PTA funds the membership fee to the national organization and the PTA may fund the cost of coaches’ training and registration fees.
- The individual team members and parents are usually responsible for the remaining costs (e.g. materials, snacks, OotM merchandise, etc.). Most team members participate for approximately \$30-\$35 per child, even when you add in the occasional pizza!

RESOURCES FOR YOUR TEAMS

Balsa Suppliers:

- **SIG Manufacturing: 1-800-524-7805**
- **Balsa USA: 1-800-225-7287**
- **Superior Aircraft Materials: 1-310-865-3220**

Books:

- Your school library, your local library, Border's Books, Amazon.com, and Creative Competitions, Inc. (1-856-256-)

Games:

- Toys-R-Us, The Gamekeeper, Zainy Brainy

Raw Materials:

- Home Depot, Lowe's, thrift stores, school supply stores, local hardware stores, MJ Designs, Michael's, Pearle Art Center, local hobby stores, mail-order suppliers, Jo-Ann Fabrics, Total Crafts, etc.

Skills:

- Ask shop, drama, art, and home economics teachers, or parents who can teach how to act, sew, put on make-up, dance, wire batteries to a motor, etc. Just make sure that the person teaching a skill knows that he or she may NOT teach directly to the problem that the kids are trying to solve. Showing the kids how to operate equipment or several ways to put something together is OK, though.
- Consider a workshop on a Saturday for all the Odyssey teams at your school. Some home improvement stores (Lowe's and Home Depot) and some craft stores (Joann Fabrics and Michael's) offer free classes on skills that your team(s) may find useful to learn.

Teamwork:

- Some teambuilding activities are given to coaches at training. Difficulty with individual children might be addressed by meeting with the school counselor and the parents. Refer to our region's "Student-Parent Contract" (See "FORMS in this manual). Each coach should have one of these completed for each team member.

A FEW QUESTIONS AND ANSWERS

- **Q: How can I be sure which division a team is in?**
 - **A:** Ask students to put their birth dates and grade levels on the sign-up form when you first start organizing teams. That way, you will be certain what at which level they should compete!
- **Q: What if a team wants to have team members from more than one school?**
 - **A:** This may happen, but only IF both schools have memberships and IF both schools' principals agree. The schools can even be in different Odyssey regions, but **ALL INVOLVED SCHOOLS OR ORGANIZATIONS MUST HAVE MEMBERSHIPS.**
- **Q: How do we find enough judges to provide for the tournament, especially if we have a lot of teams?**
 - **A:** Start at the very first Awareness Meeting. Inform parents that they must each have a role, whether coach, judges, volunteers, spontaneous problem provider, or whatever. Then, start in October to recruit judges. Talk to teachers, co-workers, team parents, or team parents' relatives (18 years or older) Ask someone who has coached before but is not coaching this year. Give coaches some ownership in this problem also: they must provide a judge. Check with local business members, the Chamber of Commerce, civic organization, and professional organizations.
- **Q: What if a team has 7 members, but then one or more quits?**
 - **A:** If a team has discussed the long-term problem **AT ALL** with 7 people, those 7 are carried on the registration for that team until the current year's Odyssey season is over. They may not be replaced. The team may continue, however, even with fewer than 5 members, if they wish. The team can start with less and add (e.g. start with 5 and add 2), if there have been no more than 7 minds solving the problem.

- **Q: What if some parents are giving Outside Assistance, either with or without the coaches' knowledge, and I find out about it?**
 - **A:** As in all volunteer activities, a certain amount of tact is called for. However, outside assistance does not promote the ethics that Odyssey of the Mind™ has established, therefore, you may need to step in. If the coach is not aware, let him or her know and suggest a letter home to ALL the team parents stressing the importance of allowing the team to create and "own" their own solution. If the coach is aware, and is allowing this to happen, have a meeting with all your coaches and go over the detrimental aspects of Outside Assistance (and not just penalties, though those are important.) If it continues, discuss the situation with your Regional Director.
- **Q: How do we handle a student who is a discipline problem?**
 - **A:** Always inform the parents of the problem first. Enlist their help. You may want to find out if the child really wants to do Odyssey or if his parent pressured him or her to join. If he/she really does want to do Odyssey, find out why he or she is having difficulty getting along. Have a meeting with the coach, parent, and child and set conditions for continuing the team. If those conditions are not met, inform the parent, perhaps employing the "three strikes, you're out" philosophy. Odyssey always wants every child to succeed, but one student should never be allowed to submarine the efforts of the rest of the team. Remember the school counselor might also be a valuable resource.
- **Q: How do schools determine who can participate?**
 - **A:** Each membership operates as an individual entity in making these decisions, so it's up to the membership's administration, if a school, or your members. Factors to consider may include: number of students who want to participate, amount of funds available, support by parents and the administration, and how many coaches you can recruit. Ideally, **all students who wish to participate should be given the opportunity to be on a team.** However, you may have too few coaches, students that simply cannot work in a small team environment, or such a wide variety of ages that forming teams is difficult. If you should choose to limit participation, you might: have auditions; have students do mini-projects to demonstrate interest and commitment; or even simply make this a first-come, first-served activity.
- **Q: How do we find enough coaches???**
 - **A:** TELL PARENTS AT THE VERY FIRST MEETING THAT THEY MUST ALL PARTICIPATE IN SOME WAY, whether as coach, judge, or volunteer. Suggest that they co-coach or be spontaneous coach. Emphasize that they will have lots of help, training, and support.
- **Q: Who can answer any questions I have later?**
 - **A:** Your Regional Director can usually answer any questions you may have.

STEPS TO RECRUIT TEAMS AND COACHES

A. First information out:

In back to school packet or on the first week of school, send out OotM information to all children in the school/organization:

1. Odyssey Info Sheet: One sheet with this year's synopses and some info on the program on the other side. Synopses can also be found at this address: www.odysseyofthemind.com/synopsis.asp
2. Sign-up form (see example in "FORMS"):

Timeline: *Deadline should be about 2 weeks after the first information was sent out to parents.*

B. In School's first newsletter:

1. Explain the Odyssey of the Mind program.
2. Give everyone the e-mail address &/or telephone number of school coordinator for more information
3. Mention the **sign-up forms** in back to school packets and make these forms available to everyone in the school's office or school's website.
4. Mention the National Odyssey of the Mind website at www.odysseyofthemind.com and the Odyssey world e-group at www.odyssey-world.org. The list is a public conversation list for the Odyssey of the Mind creative problem-solving program. Once you have signed up you'll receive e-mails about Odyssey of the Mind. You will also be able to ask any questions you might have and will probably get an answer or suggestion quickly.
5. Invite parents & children to a **School Awareness (Informational) Night.**

C. Awareness (Informational) Night:

1. Pass out a flyer about the **school awareness night**.
2. **Agenda for the school awareness night**.
3. Schedule your Awareness Night around 6:30pm or 7:00pm., so that parents can come back from work and children can also attend. Sometimes, after school or afternoon meets can work.
4. **Have a sign-up sheet** with name, grade, returning coach check box, e-mail address & telephone number. You will later be able to contact these people again. Sometimes people do not sign-up for the program but still wish to participate. Follow-ups are always very important. Refer to the sign-up sheet you created to keep track of those in attendance.
5. Have **copies of all the problems** available for parents.
6. **Explain what Odyssey of the Mind** is (See our Information sheet and the national Odyssey of the Mind webpage for more information). **Ex:** Created by Sam Micklus, amount of year(s) in existence in the world and in your area.
7. View new Awareness Video called ***A Creative Experience*** (2005)
8. **Explain the Team process** and the fact that the children need to solve the problem, by themselves and will then perform in front of judges.
9. Explain
 - the different parts of the **scoring system**
 - Spontaneous
 - Long-term
 - Style
10. Give a **brief explanation of the problems**
11. **If possible, have a team perform a spontaneous problem** to give parents and children an idea of what such a problem is all about. Also, you can have those attending the presentation to solve spontaneous problems – parents and kids.

Timeline: 2 weeks after the first newsletter, or about 3 weeks after the first information on the program went out. The following forms are found at the back of this document.

- [Odyssey of the Mind Signup Form](#)
- [Important Meeting for Parents of OotM Participants](#)

D. Follow-up and putting teams together:

1. When forming teams, be sure to check with your administration to find out how teams will be selected.
2. Be sure to have flyers, which include a sign-up form, for the students take home and discuss with their parents. To maximize the amount of returned forms a school coordinator sometimes needs to send flyers home more than once.
3. Once you've received the sign-up forms back, you will have to put the children into teams. This is usually done according to their choice of problem.
- 4.

E. Getting teams started:

After the teams have been put together, you, as coordinator, will have to notify each one of them by phone or email. You might want to let them know the names of the other members in the team and the name of their coach.

Timeline: teams should all be put together about 3 weeks after the first information was sent home.

So:

1. Call parents and advise them that their child has been put in an Odyssey of the Mind team.
2. Write each of the team members & parents a little note that can be sent directly through the school. Invite them to the **"School's kick-off night"** if you decide that this will take place.

F. Select a Problem to Solve:

2017-2018 LONG-TERM PROBLEM SYNOPSIS

Problem 1 (Vehicle): Triathlon Travels

Divisions I, II, III & IV

On your mark...get set...go! In this problem, teams will ride on and drive original vehicles in an Odyssey-style triathlon. They will try to score in "curling," hit the right targets when "jousting," and "run track" by navigating a course in two directions. Between these events, the team will entertain the audience and the vehicle will change

appearance. All the action will take place in a team-created performance that features the vehicles' triathlon travels, a commentator, and a coach. **Cost limit: \$145 USD.**

Problem 2 (Technical): Emoji, Speak for Yourself  **Divisions I, II, & III**

Three-dimensional emojis will be used to communicate the life story of a once famous, but now forgotten, emoji. Teams will create a performance where the emojis demonstrate special functions like growing, turning into a team member, and changing into a different emoji. Performances will also include a choreographed dance, a technical representation of texting, and sounds to enhance the performance. The twist? No spoken language is allowed. **Cost limit: \$145 USD.**

Problem 3 (Classics): Mockumentary! Seriously? **Divisions I, II, III & IV**

There are often two sides to the same story. In this problem, characters don't always agree as they recount the classic story where they appeared. The team will select a classic from a list and present different characters in a humorous documentary-style performance where details are added, denied, exaggerated, and disputed. There will be interviews, behind-the-scenes "clips," and voice-overs that take the audience through the story and help present the events as they "really" took place. Whose side will you be on? **Cost limit: \$125 USD.**

Problem 4 (Structure): Animal House **Divisions I, II, III & IV**

Over the years, Odyssey of the Mind teams have designed structures that changed into many unbelievable shapes and sizes that balanced and held as much weight as possible. This year, teams will turn their balsa wood structures into animals! Since animals need to eat, they must be fed. The structure will have its appearance transformed and explained during an original performance. During the performance, the structure must hold the team-created food while it supports weights. **Cost limit: \$145 USD.**

Problem 5 (Theatrical): A Stellar Hangout **Divisions I, II, III & IV**

In the outreaches of the universe, there is an Intergalactic Hangout where all sorts of creatures from different worlds stop, eat, refuel, and relax. Teams will create a humorous performance centered on this science fiction hangout that includes original creatures, foods, and a search for space treasure. There will also be a worker character, entertainment, and a futuristic map at the hangout. **Cost limit: \$125 USD.**

Primary: We're Cooking Now **Grades K-2**

Creativity heats up as teams create their own cooking show where a chef gives an original cooking lesson to a special guest. The show takes place from a creative kitchen where balsa wood is used to support a cookbook, a bowl, and an object of the team's choosing. A special guest will visit and learn to cook from the chef by using team-created representations of food. Performances will also include a name for the show, theme music, and a story about the meal they are cooking. **Cost limit: \$125 USD.**

G. School Kick-off Night:

Timeline: Kick-off night should be about 5 to 6 weeks after the first information package or notice went out to the children and parents.

1. Prepare a form with the information below

- Problem name
- Problem number
- Membership number (if available)
- Membership Name
- Team member's names, Tel # & email
- Coaches names, Tel # & email

H. During the Odyssey of the Mind Season:

1. Keep information flowing:

It is very important to stay in communication with the coaches. Make yourself available to answer any questions they might have. Don't hesitate to contact your Regional Directors for more information. Remember, information can be obtained by checking the national Odyssey of the Mind website at www.odysseyofthemind.com, state website: www.floridaodysseyofthemind.org, or our regional site: www.bucbay.com.

2. As competition approaches:

- **Review form required for competition.** It is important that the coaches be aware of all the forms needed to compete. Too many times, teams get to competition without some of them, which makes it for a stressful situation.
- **Schedule a “Dress Rehearsal”.** Although not mandatory, it is a very good idea to hold a dress rehearsal at school. Teams will be able to review their solution, and improve.
- **Spontaneous Workshop.** You might want to think about scheduling a spontaneous workshop if you have several teams. In the gym or school’s Cafeteria, you can set up stations, with one adult volunteer and a different spontaneous problem at each one. Give the coaches the teams’ results so that they can review them at their next meeting.
- **Problem Clarifications.** It is your teams’ responsibility to check the national website site frequently to ensure that there have not been any clarifications. See current year’s Program Guide for more details.
(NOTE: Cutoff for submitting clarification requests is February 15th of the current year)

IT’S TOURNAMENT DAY!!

What does a coordinator do at the Tournament??

- **Enjoy the day!**
 - Come to the tournament if you can and watch as many different problems and teams as you can find time to watch. Bring a lunch or plan to buy lunch and eat with a friend or a team. If possible, check on your school’s judges and volunteers and make sure all is going smoothly.
 - We will have food trucks supplying a vast array of food and dessert selections.
 - Please do not leave campus unless you absolutely must. We are located at Bloomingdale High School (Dover) and we have had some issues with parents and teams leaving and not being able to return in time for one of the team’s scheduled times. We are off I-4, and that can backup should there be an accident – which there has.
- **Be sure to volunteer!**
 - The tournament runs on volunteers and we need for everyone to help. Parents, grandparents, staff and administration from the memberships, etc. With everyone pitching in, our tournament will be successful for our team members.
- **Enjoy the students, parents and other coordinators!**
 - Talk to people about their experiences. Help students or parents who are lost or confused.
- **Enjoy your school’s teams!**
 - Watch as many of your school’s teams as possible. We try to schedule them so you can get to their performances ... this will depend upon how many teams your schools have participating.
- **Enjoy the other schools’ teams!**
 - If you have time, go cheer for other teams, also.
- **Enjoy the awards ceremony!**
 - Pat yourself on the back for a job well done and enjoy the excitement of the closing ceremony. If your school has a team that places first, you are welcome to come to the meeting for winning teams after the awards to hear details about the State Tournament.

MEMBERSHIP AND TEAM REGISTRATION

National Membership Application

Always use form in the current year's Program Guide directly from National.



ODYSSEY OF THE MIND 2018-19 MEMBERSHIP APPLICATION

Questions? Email info@odysseyofthemind.com or call 856.256.2797

For new memberships or renewals, complete this form and return it with a check, purchase order, or credit card information below. Check one: Divisions I, II, and III:

- Individual school: Must register in the school name. May enter one team per problem per division in competition.
- Two or more schools: Must share the same principal to be under the same membership. Use school district name on application. May enter one team per problem per division in competition.
- Home-schooled students: Must include at least four home-schooled students. May also include up to three members from one school. May enter one team per problem per division in competition.
- Community Group: May enter one team per problem per division in competition. May not be an organization established solely for the purpose of participating in Odyssey of the Mind. Please submit by-laws if this is a new membership.

Division IV:

- All teams must have a majority of members who are high school graduates and registered for at least one class at a college or university. Other team members must be enrolled in one or more classes accredited by a college or university. They do not have to attend the same institution. May enter one team per problem. May proceed directly to World Finals.

Membership name _____ Membership number (for renewal, if known) _____
 Grades covered by membership _____ School district _____ County _____
 Contact person (may be a coach) _____ Mailing address (for correspondence) _____
 City _____ State/Province _____ Zip _____ Country _____
 Daytime phone _____ Email _____

**Each individual membership costs \$135, but you will receive discounts if you purchase more than one membership. For each membership purchased, you get five competitive long-term problems, one primary problem, one copy of the Program Guide, and more!*

- Individual 2018-19 Odyssey of the Mind Membership @ \$135
- Additional membership(s) for the same school or community group @ \$100
- 6-10 memberships for the same school district (must register at the same time) @ \$120
- 11 or more memberships from the same school district (registered at the same time) @ \$100

ODYSSEY OF THE MIND SUPPORT MATERIALS

- ** Lots of Problems. . . And Tips to Make You More Creative @ \$17 *Tips on problem-solving*
- Spontaneous Combustion II @ \$8 *booklet with tips and practice Spontaneous problems*
- Odyssey of the Mind Program Guide @ \$7.50 (one is automatically included with membership)
- packs of Balsa Wood (premium grade AAA 36" x 1/8" x 1/8") ****New Pricing****
 @ \$25 per bundle (50 pieces) plus a \$15 Shipping & Handling flat rate (up to 6 bundles)

Spend \$60 or more and get free Shipping & Handling! Excludes Balsa. Under \$60 or more than 6 balsa bundles, contact our shipping dept. to get your S&H quote: michael@odysseyofthemind.com.
 ** These are books with a collection of long-term and/or spontaneous problems from past years.

Subtotal _____
 S&H _____
 Total _____

Payment Methods (Sorry we do not accept phone orders.)

- **U.S. Mail:** Send this completed form along with a check or Purchase Order, payable to CCI, or with your credit card info to: CCI: 406 Ganttown Road Sewell, NJ 08080
- **FAX:** Send this form along with a copy of your Purchase Order or credit card information and fax to (856) 256.2798.
- **Online:** Pay by credit card at www.odysseyofthemind.com.

Shipping Address (For UPS Delivery)

Is this a residence? _____ yes _____ no
 Name _____
 Address _____

 City _____ State/Prov _____
 Zip _____ Country _____
 Phone # _____

Team Registration

Some Memberships have the School Coordinator register their teams, whereas others, have the coach. Please check with your Administration to determine which is appropriate for needs.

To find detailed instructions, go to: <http://www.bucbay.com/forms/>
(click on "[Instructions to Register Team, Judge, & Worker](#)" section)

NATIONAL MEMBERSHIP:

- a. Go to the National Odyssey of the Mind website – www.odysseyofthemind.com
 - **If you have not yet registered your school or organization** with the national site and received information about your membership:
 - click on **JOIN!**
 - **If you have already registered for your national membership:**
 - click on [TEAMS → MEMBERS AREA](#)

MEMBERS AREA:

- b. Log-In using your [Membership #](#) and [Zip Code](#) associated with the membership.
 - When you are logged in, you have many options:
 - Contacts Info – gives you contact information for each Regional Director
 - Events – List of events relevant to your Region & State
 - Long-Term Problems – A PDF version of each Long-Term Problem
 - Membership Status
 - Team Registration
 - Team Log-In
 - Educational Standards
 - Division Finder
- c. **To Register your team**, click on: [TEAM REGISTRATION](#) (left-hand list of options)
 - From the drop-down boxes choose:
 - your teams Regional Tournament,
 - Long-Term Problem &
 - Division
 - If you are a Primary team, once you choose the program you do not need to choose a division.
 - You will view a welcome screen that details all the requirements by Florida Odyssey of the Mind and your Region to complete all your registration.
 - **Click that you agree to all the requirements and go to the next screen.**
 - Enter the Coach Information as well as any medical issues and scheduling conflicts. Include the number of team members and additional coaches.
 - **Click Next.**
 - For each team member input their First Name, Last Name, School, Grade, and a Parent/Guardian email.
 - Please review all the information carefully, re-enter the email address that was provided as the coach and
 - **click Submit.**
 - **Your confirmation page will include a User Name and Password.**

- This will allow you to get into the Team Login area back in the MEMBERS AREA. You can go here if you need to add team members, or get approval to have something modified.
- d. [To Register your Judge and worker](#), under [MEMBERS AREA](#), click on [TEAMS](#)
- Once in the MEMBERS AREA, login using your Membership # and Zip Code associated with the membership.
 - When you are logged in you have many options:
 - Contacts Info – gives you contact information for each Regional Director
 - Events – List of events relevant to your Region & State
 - Long-Term Problems – A PDF version of each Long-Term Problem
 - Membership Status
 - Team Registration
 - Team Login
 - Judge Registration
 - Volunteer Registration
 - Judge/Volunteer List
 - Educational Standards
 - Division Finder
 - **For Judge**, click [JUDGE REGISTRATION](#) (left-hand list of options)
 - Fill out the JUDGE REGISTRATION form making sure to include all items in Bold.
 - **BE SURE TO INCLUDE THE MEMBERSHIP NUMBER IF REPRESENTING A TEAM SO THE TEAM RECEIVES CREDIT FOR THE JUDGE OR WORKER.**
 - Your judge, coach and coordinator will all receive emails confirming the Judge.
 - **For Worker**, click on [WORKER VOLUNTEER](#)
 - Repeat the steps as you did for your judge

NOTES:

1. The National Registration System uses the terms WORKER & VOLUNTEER interchangeably.
2. If you want to see a list of the Judges & Workers that you have registered for a Membership, go back to the Member area and choose the Judge/Volunteer list. It will show the names of your Judges & Volunteers, and the Problem/Division team they are representing.

For assistance, it could take up to 24 hours for a response. Please contact:

- Matt Whaley FLOMADirector@Gmail.com
- Laurie Filardo BucBayOotM@Gmail.com

FORMS



Odyssey of the Mind Sign-up Form

Congratulations! You have decided to join our Odyssey of the Mind family! Just fill out the information below and return it to your school coordinator! You will be contacted very soon with more information on your Odyssey of the Mind team!

Student's Name: _____

Date of Birth: _____ Telephone #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Student's Email Address: _____

Parent Name: _____

Parent Email Address: _____

Other telephone #: _____

Parent's Signature: _____ Today's Date: _____

Parents, please **check at least one box** if you are interested in coaching or helping on tournament day.

<u>I am interested in Coaching or helping Coach.</u> <input type="checkbox"/>	<u>I am interested in being a Judge</u> <input type="checkbox"/>	<u>I am interested in helping on Tournament day as a worker (2 hr shift)</u> <input type="checkbox"/>
---	--	---

All parents must help us out. Please indicate the problem of your choice! You might want to indicate your 1st, 2nd, & 3rd choices, just in case your first choice is no longer available. All parents must help us out.

<u>JUDGE FOR:</u> OMER to the Rescue, Again# Vehicle Problem <input type="checkbox"/>	<u>JUDGE FOR:</u> Hide In Plain Sight #2-Technical Problem <input type="checkbox"/>	<u>JUDGE FOR:</u> Leonardo's Workshop #3-Classics/Performance Problem <input type="checkbox"/>
<u>JUDGE FOR:</u> Structure Toss #4-Structure Problem <input type="checkbox"/>	<u>JUDGE FOR:</u> Opposites Distract #5-Theatrical Problem <input type="checkbox"/>	<u>JUDGE FOR:</u> Museum Makers #6-Primary/Non-competitive Problem <input type="checkbox"/>
<u>JUDGE FOR:</u> SPONTANEOUS <input type="checkbox"/>	<u>JUDGE FOR:</u> SCOREROOM <input type="checkbox"/>	<u>WORKER FOR:</u> SALES <input type="checkbox"/>
<u>WORKER FOR:</u> HOSPITALITY <input type="checkbox"/>	<u>WORKER FOR:</u> REGISTRATION <input type="checkbox"/>	<u>WORKER FOR:</u> FRIDAY NIGHT SET-UP <input type="checkbox"/>
<u>HELP COACH:</u> ASSISTANT COACH <input type="checkbox"/>	<u>HELP COACH:</u> SNACK COORDINATOR <input type="checkbox"/>	<u>HELP COACH:</u> SPONTANEOUS COACH <input type="checkbox"/>



Meeting for Parents of OotM Participants

When? _____

Time? _____

Where? _____

Who Should Attend?

- ✓ Parents of Odyssey of the Mind participants.
- ✓ Each team member **must** be represented by an adult.
- ✓ Participants **may** attend.

Why?

We will.....

- Make final determination of coaches.
- Exchange phone numbers, email addresses, etc.
- Complete paper work.
- Establish meeting times.
- Discuss carpooling.
- Determine parent responsibilities:
 - Snacks
 - Communication
 - Transportation
 - Fund-Raising committee
 - Provision of judges and/or volunteers

.....**To be completed and returned to school**.....

I have received the notice regarding the important Parent Meeting and I (we) will attend or I (we) will send an adult representative to the Odyssey of the Mind organization meeting

on _____, at _____.

Parent Signature

Participant Name

Grade

Birth Date



Parent Volunteer Form

Name: _____

Name of Student: _____

Address: _____

Home Phone Number: _____

Email Address: _____

Emergency Cell Phone # (only on tournament day): (____) _____

Role(s) you are willing to take:

- ____ Head Coach
- ____ Spontaneous Coach
- ____ Provide Place for team to Meet
- ____ Team Shopper
- ____ Provider of prop, scenery transportation
- ____ Snack organizer/Provider

What specific skills can you provide the team as a coach or as a resource?
(sewing, mechanical, script writing, art work, construction, etc.)

Suggestions for others who might help?

Any Questions you may have?



Student – Parent Contract

_____ has been selected as a member of an Odyssey of the Mind Team. To ensure that parents and students understand the responsibility and commitment needed by each Odyssey of the Mind member, please take the time to read over and sign this contract with your child.

STUDENT CONTRACT

Students: please write **yes** or **no** in front of each item.

- _____ I realize that no Odyssey of the Mind problem has only one solution, and that a successful team is one that cooperates by considering EVERYONE'S solution. I will not criticize anyone's ideas.
- _____ I agree that my behavior at meetings will be constructive.
- _____ I agree that each Odyssey of the Mind team meeting is valuable and will attend each meeting as best I can. If a conflict arises, I will notify my coach in advance.
- _____ I agree to cooperate on whatever solution the team chooses, even if it's not my first choice.
- _____ I agree that all solutions, including props, costume, signs, etc. will be made completely by me or a member of my team. I realize that if there is any part of our solution that the team cannot complete without adult assistance, we must redesign that part of the solution.
- _____ I agree that should items be taken from the Odyssey Closet (where it keeps materials used from past years), future teams may select and use those items without penalty. However, these will be judged as commercially produced.
- _____ I understand that the Florida Odyssey of the Mind (FLOMA) program recognizes all teams that bring a solution to the tournament are considered 'winners', I agree to show other teams the utmost respect and good sportsmanship.

Signature _____ Date: _____

PARENT CONTRACT

Parents: please write **yes** or **no** in front of each item.

- _____ I agree, in the proper spirit of Odyssey of the Mind, not to interfere with the team's solution. All creations, inventions, decorations, ideas, must come from the team members.
- _____ I agree to make every effort to have my child attend each meeting. If there is a conflict, my child or I will notify the coach. I understand that they have a commitment to their team.
- _____ I realize that my child's coach will be contributing a significant amount to time and efforts to provide a rewarding experience. I will try to be as cooperative and helpful as possible.
- _____ I understand the Odyssey of the Mind philosophy doesn't measure team success with scores but by the learning experience and accomplishment that team members feel from solving the problem. I promise to help my child concentrate on having a positive experience.

Parent's Signature _____ Date: _____



Buccaneer Bay Region Team Member Contract

Long-Term Problem _____ Division _____

Membership Name _____ Membership # _____

Coach(s) _____

- **We, the team members, coaches and parents, know that** competing at Florida Odyssey of the Mind Buccaneer Bay Regional Tournament is a great achievement and that we are representing each other as well as our families, school and region. We are proud of our accomplishments and we want to make everyone else proud of us.
- **We have read and understand** the current year rules in the Odyssey of the Mind Program Guide. We are aware that the judges must enforce these rules.
- **We have read and understand** the rules in the Long-Term problem our team solved. We are aware that the judges must enforce these rules.
- **We will respect the judges** and other tournament officials and remember that they volunteer their time to provide us the opportunity to participate at Regional Tournament.
- **We believe** that we should be treated fairly, with respect and kindness, and we will treat all others in the same manner.
- **We will respect** the Bloomingdale High School campus and of the school staff.
- **We will not damage** Bloomingdale High School property, other teams' materials, or any property that is not our own while we are at Regional Tournament. We understand that causing harm or damage to other people or their property will result in appropriate disciplinary action.
- **We will adhere** to the Hillsborough County School District policy on how to act, dress, and behave on this campus. **ALL standard school rules and policies** that are in effect during school hours, will be enforced throughout Tournament Day. We can and will issue penalties based on any lack of adherence to the School District of Hillsborough County rules and policies.
- **I refuse to accept** Outside Assistance or give it to other teams. This includes posting or viewing videos of solutions on video sharing web sites such as **YouTube** until after World Final as state in the Program Guide.
- **We will report** anyone causing harm/damage to any person or property. It is our responsibility to notify an official so that person can be stopped. If we fail to do so we are condoning that behavior.
- **We know that** inappropriate behavior/actions by our team or the individual team member(s), coach(s) or supporters may result in disciplinary action that could include forfeiture of awards even after awards have been announced, probation, suspension or denial of future membership.
- **We will do our best** to make Regional Tournament a fun and memorable experience filled with the opportunity to meet new people from around the state and to have fun!
- **Your signature on this form permits the organizers and sponsors of the Odyssey of the Mind Program in Florida to use photographs of participants in public showings.**
- **I hereby give my consent to Florida Odyssey of the Mind Association, Inc. to use my image for publicity purposes or for any lawful purpose whatsoever.**

Signatures:

Coach #1: _____ Coach #2 _____

Team Member: _____ Parent: _____

Team Member: _____ Parent: _____

Team Member: _____ Parent: _____

Team Member: _____ Parent: _____

Team Member: _____ Parent: _____

Team Member: _____ Parent: _____

Team Member: _____ Parent: _____

Be sure to review this form with the team and their parents. It must be filled out and signed by every team member, a parent or guardian for every team member, and every coach.

This completed and signed form must be presented to the officials at the Florida Odyssey of the Mind Buccaneer Bay Regional Tournament Registration Desk to receive your registration packet.

Style Form

Always use form in the current year's Program Guide directly from National.

Style Form

Team members must complete this form. Adults may help fill it out for Division I team members only. **A minimum of four copies is required for each competition.** These must be presented to the Staging Area Judge.

PLEASE PRINT. *Note that no element scored in the Long Term problem may be selected.

Long-Term Problem _____ Division _____

Membership Name _____ Membership # _____

City _____ State/Prov. _____ Country _____

Judge(s) _____

Style Category (Team fills in #1 to #4) (If the category is "Free choice of team," do not include anything that is scored in long-term problem scoring.)	Possible Points	Points Awarded (Judge fills in)
1.	1 to 10	1. _____
2.	1 to 10	2. _____
3.	1 to 10	3. _____
4.	1 to 10	4. _____
5. Overall effect of the four Style elements in the performance.	1 to 10	5. _____

Briefly tell how the four Style elements combine to enhance the long-term problem solution. **Please print or type and use only the space below.**

TOTAL STYLE SCORE =
(Maximum possible = 50 points)

NOTE: This form may be photocopied or scanned into a computer, but it may not be altered in any way.

Cost Form

Always use form in the current year's Program Guide directly from National.
This form is available in Excel!

COST FORM

Team members must complete this form and list all items used in the presentation of their problem solution, including those exempt from cost and assigned a value. Adults may help fill it out for Division I team members only. Do not include sales tax.

Long-Term Problem: _____ Division: _____

Membership Name: _____ Membership #: _____

City: _____ State/Prov: _____ Country: _____

Judge(s): _____

Name of Item (e.g. wood, fabric, etc.)	Used For (e.g. costumes, props, all areas, etc.)	Value (used value)
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____
5. _____	5. _____	5. _____
6. _____	6. _____	6. _____
7. _____	7. _____	7. _____
8. _____	8. _____	8. _____
9. _____	9. _____	9. _____
10. _____	10. _____	10. _____
11. _____	11. _____	11. _____
12. _____	12. _____	12. _____
13. _____	13. _____	13. _____
14. _____	14. _____	14. _____
15. _____	15. _____	15. _____
16. _____	16. _____	16. _____
17. _____	17. _____	17. _____
18. _____	18. _____	18. _____
19. _____	19. _____	19. _____
20. _____	20. _____	20. _____

TOTAL VALUE OF MATERIALS USED: \$ -

Outside Assistance Form

Always use form in the current year's Program Guide directly from National.

Outside Assistance Form

Long-Term Problem _____ Division _____

Membership Name _____ Membership Number _____

City _____ State/Prov. _____ Country _____

We understand that it is against the rules for anyone other than the team members to design, build or present the long-term problem solution.

We understand that any team member who was ever on our team must remain on our roster and will count as a team member.

We realize that we may get instruction in various areas of design and construction or in performance techniques, but know that these instructions may not be specific to the long-term problem solution. By signing below, we testify that we have followed all of the rules regarding outside assistance. If there are any exceptions, we have listed those.

WE HAD HELP WITH: (Please describe any assistance with **your specific problem solution** if you had any. State **NONE** if no assistance was received. Also, please list names of former team members no longer on your team (if the roster exceeds seven) and when they last worked with the team.

Coach # 1 _____

Coach # 2 _____

Coach # 3 _____

Team Member _____

Birthday: _____ Grade _____

Team Member _____

Birthday: _____ Grade _____

Team Member _____

Birthday: _____ Grade _____

Team Member _____

Birthday: _____ Grade _____

Team Member _____

Birthday: _____ Grade _____

Team Member _____

Birthday: _____ Grade _____

Team Member _____

Birthday: _____ Grade _____

Note: This form may be photocopied or scanned into a computer, but it may not be altered in any way.

Problem Clarification Online Submissions

(FINAL submittals by Feb. 15th, tournament year)

Always use form in the current year's Program Guide directly from National.

HOME

JOIN!

TEAMS

VOLUNTEERS

ODYSSEY SHOP

2018 WORLD FINALS

ODYSSEY NEWS

Clarifications

Long-term problems are written to provide just enough guidance to solve the problem without limiting creativity used in creating solutions.

What are Clarifications?

There are two types of clarifications: *General* and *Team-Specific*.

General Clarifications amend or further explain a long term problem's limitations. They take precedence over the limitations listed in the problem and the rules in the Program Guide. It's important that teams stay current on all general clarifications issued throughout the year.

Team-Specific Clarifications allow teams to submit a clarification request that asks if its ideas for a solution are allowed or if they meet the problem's requirements. These clarifications are kept confidential. To submit a clarification, teams must [login at the Members Area](#). The **deadline** for submitting clarification requests is **February 15, 2019**.

Click each problem name to read that Long-Term Problem's General Clarifications or to submit a clarification request (when logged in):

1. [OMER to the Rescue, Again](#) [No Clarifications]
2. [Hide in Plain Sight](#) [No Clarifications]
3. [Classics... Leonardo's Workshop](#) [Updated Oct 3, 2018]
4. [Structure Toss](#) [No Clarifications]
5. [Opposites Distract](#) [No Clarifications]

Who is allowed to submit a clarification request?

Team members and coaches with a current membership are allowed to submit clarification requests. Odyssey officials are also allowed to submit officials-only requests that are used to evaluate solutions.

Rules for requesting a clarification:

The problem clarification system is not intended to replace reading the problem and program guide. Before requesting a clarification you must reread the problem and its limitations, all general clarifications, and the general rules listed in the Program Guide. Please do not submit a clarification that asks:

1. If an idea is creative or if one idea would receive more score than another. (*No comment regarding subjective scoring will be provided.*)
2. Where the judges or audience will be positioned during the performance. (*That is a question for your tournament director.*)
3. To confirm the wording of the problem.
4. If something may be different from an aspect that is specifically required. (*For example, if the problem requires 1/8" wood for a part you may not use 1/16" wood for that required part.*)

QUICK LINKS

[Our Problems](#)
[2019 Problem Synopses](#)
[2018 WF Photos ISU](#)
[International Festivals](#)
[Our Story & Video](#)
[Odyssey Angels](#)
[LT Problem Clarifications](#)
[Partners & Sponsors](#)
[Local Contacts](#)