

Odyssey of the Mind

Coordinators' Meeting



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Thank you!



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What does a Coordinator do?

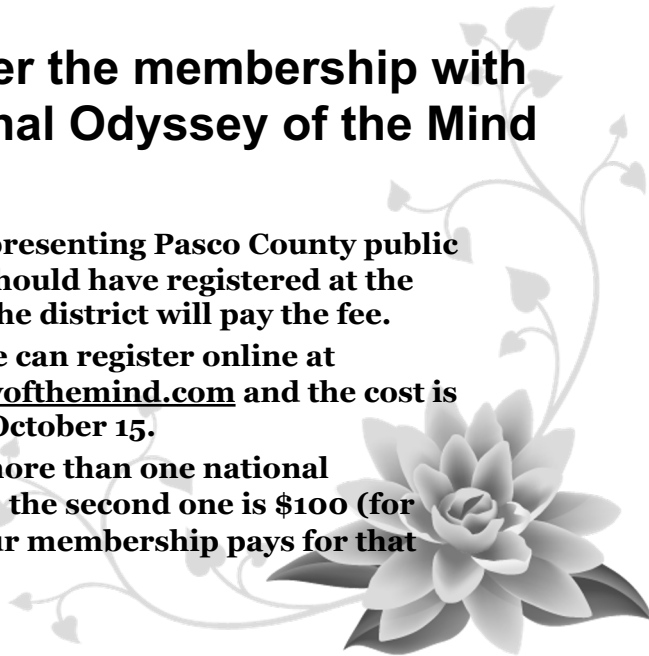
- **You have 14 responsibilities.**
- **They are on a list.**
- **We're going to discuss them tonight.**



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1) Register the membership with the national Odyssey of the Mind program.

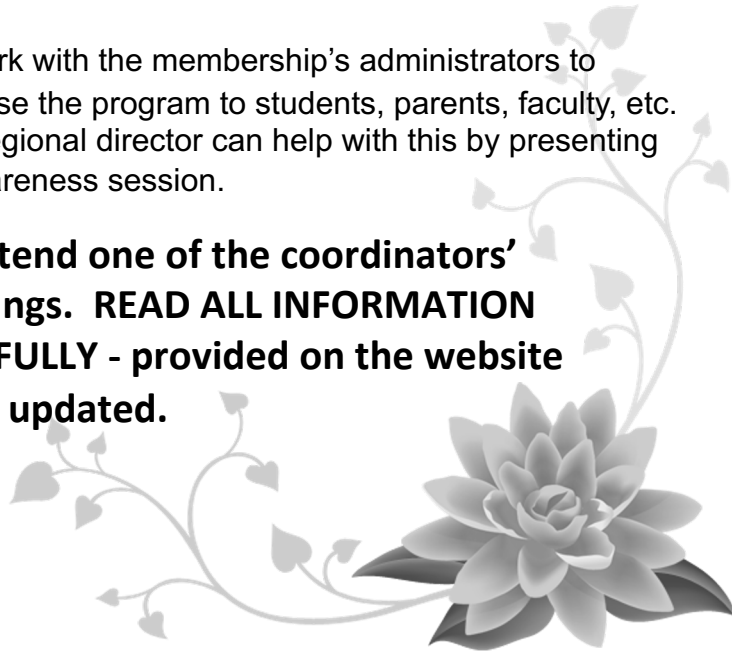
- If you are representing Pasco County public school, you should have registered at the link I sent. The district will pay the fee.
- Everyone else can register online at www.odysseyofthemind.com and the cost is \$135 UNTIL October 15.
- If you need more than one national membership, the second one is \$100 (for now) and your membership pays for that one.



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2) Work with the membership's administrators to advertise the program to students, parents, faculty, etc. Your regional director can help with this by presenting an awareness session.

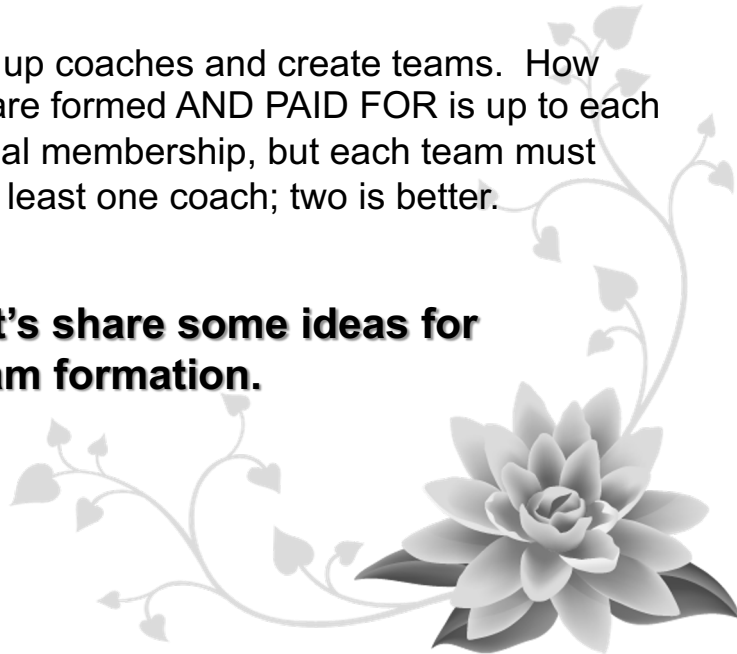
3) Attend one of the coordinators' meetings. READ ALL INFORMATION CAREFULLY - provided on the website when updated.



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4) Sign up coaches and create teams. How teams are formed AND PAID FOR is up to each individual membership, but each team must have at least one coach; two is better.

Let's share some ideas for team formation.



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5) Copy all information provided online, and distribute it to coaches. Decide if each team is responsible for securing a judge and/or worker or if the membership will handle that. **VERIFY THAT ALL COACHES, JUDGES, AND WORKERS ARE APPROVED VOLUNTEERS ACCORDING TO YOUR MEMBERSHIP'S PROCEDURES.**

- ✓ List of Important Dates
- ✓ Team Registration form
- ✓ Worker Registration form
- ✓ Judge Registration form
- ✓ Regional T-shirt Order form
- ✓ Regional Program Pre-Orders form
- ✓ Beginning Coach Training Flyer
- ✓ Parent Do's & Don'ts for Outside Assistance
- ✓ District Required Parent Form
- ✓ Scholarship info (high school seniors)

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More about the paperwork.....

- ✓ List of Important Dates
 - ✓ Beginning Coach Training Flyer
 - ✓ Parent Do's & Don'ts
 - ✓ District Required Parent Permission form
 - ✓ Scholarship info (high school seniors)
- Dates are arranged by role.
 - District form is due no later than JANUARY 15.
 - Focus on CREATIVITY.
 - TRAINING OF ALL NEW COACHES

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More about the paperwork.....

- ✓ Team Registration form
 - ✓ Worker Registration form
 - ✓ Judge Registration form
- Real emails, real addresses, ALL scheduling issues must be listed.
 - Workers serve 2 to 3 hours shifts, and are scheduled so as to see the team perform.
 - JUDGES MUST BE AVAILABLE FOR THREE SESSIONS/DAYS: Training (2) and tournament.
 - Judges will not see any team from the represented school.

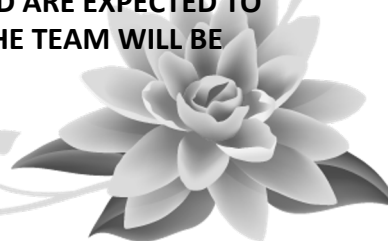
**ALL COACHES,
WORKERS, AND
JUDGES MUST BE
APPROVED
VOLUNTEERS!**



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Each team is required to provide one worker and one judge. If you provide more than one judge or worker per team, that's very helpful for the region, BUT PLEASE DON'T register multiple judges and/or workers with the idea that the extra adults are "back up" or "just in case" the required adult doesn't show up.

We train, schedule, and rely on the extras the same as the required. Therefore, ALL WORKERS AND JUDGES WHO ARE REGISTERED AND SCHEDULED ARE EXPECTED TO FULFILL THEIR OBLIGATION OR THE TEAM WILL BE PENALIZED.



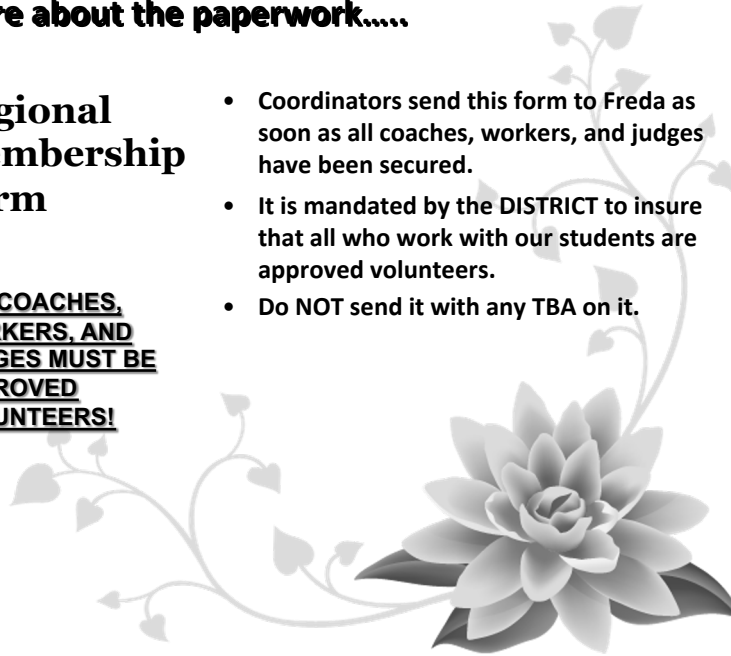
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More about the paperwork.....

✓ Regional Membership Form

**ALL COACHES,
WORKERS, AND
JUDGES MUST BE
APPROVED
VOLUNTEERS!**

- Coordinators send this form to Freda as soon as all coaches, workers, and judges have been secured.
- It is mandated by the DISTRICT to insure that all who work with our students are approved volunteers.
- Do NOT send it with any TBA on it.

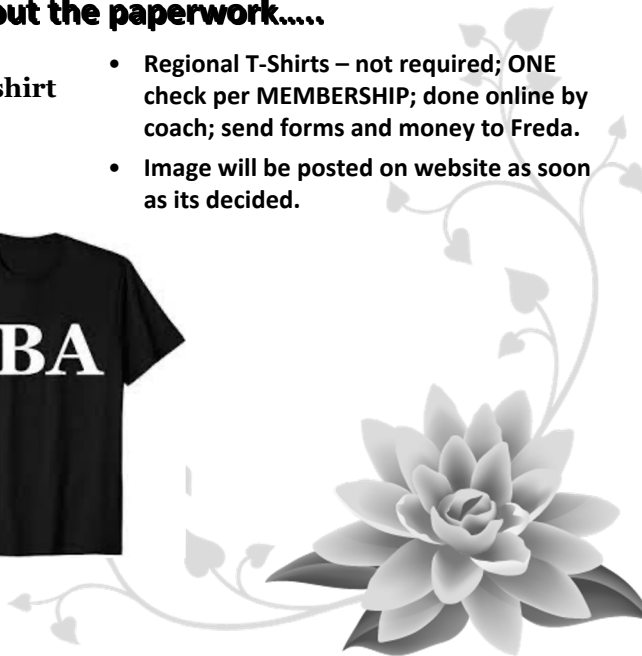


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More about the paperwork.....

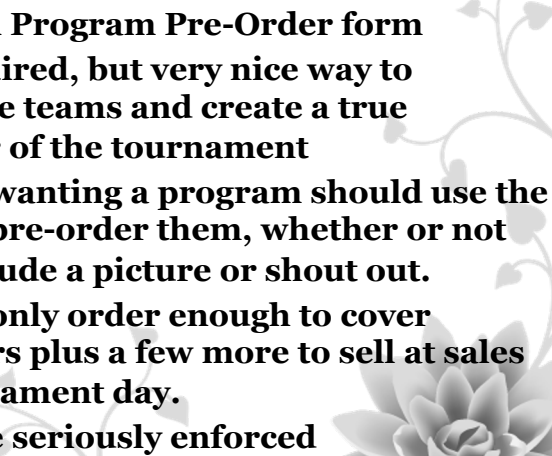
✓ Regional T-shirt Order form

- Regional T-Shirts – not required; ONE check per MEMBERSHIP; done online by coach; send forms and money to Freda.
- Image will be posted on website as soon as its decided.



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Almost last word about the paperwork.....

- ✓ **Regional Program Pre-Order form**
 - ✓ **Not required, but very nice way to recognize teams and create a true souvenir of the tournament**
 - ✓ **Anyone wanting a program should use the form to pre-order them, whether or not they include a picture or shout out.**
 - ✓ **We will only order enough to cover preorders plus a few more to sell at sales on tournament day.**
 - ✓ **Deadline seriously enforced**
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Final words about the paperwork.....

FORMS GO WHERE?

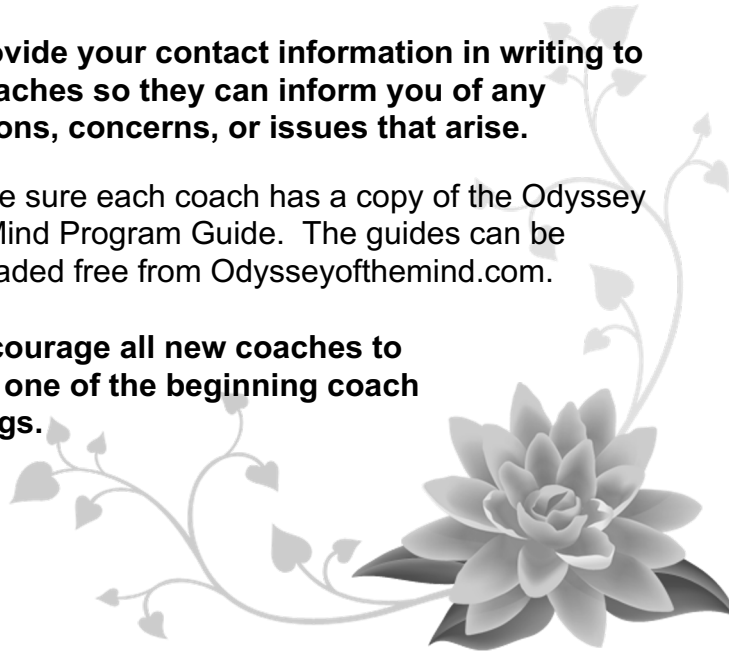
- **Coordinators Get Back:** Team, Worker, and Judge Registration forms – **please insure workers/judges** get their part of the forms.
 - **Give to Coaches:** Regional T-Shirt Order form, Important Dates, Training flyers, District Required form, Scholarship Application, Program Pre-order form
 - **Send to National:** National Membership form (NOT Pasco Public Schools)
 - **Send to the Regional Director** (Freda):
 - ☑ Regional Membership Registration form,
 - ☑ Regional T-shirt Order forms and program pre-order forms with money, and
 - ☑ Scholarship forms
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6) Provide your contact information in writing to the coaches so they can inform you of any questions, concerns, or issues that arise.

7) Make sure each coach has a copy of the Odyssey of the Mind Program Guide. The guides can be downloaded free from Odysseyofthemind.com.

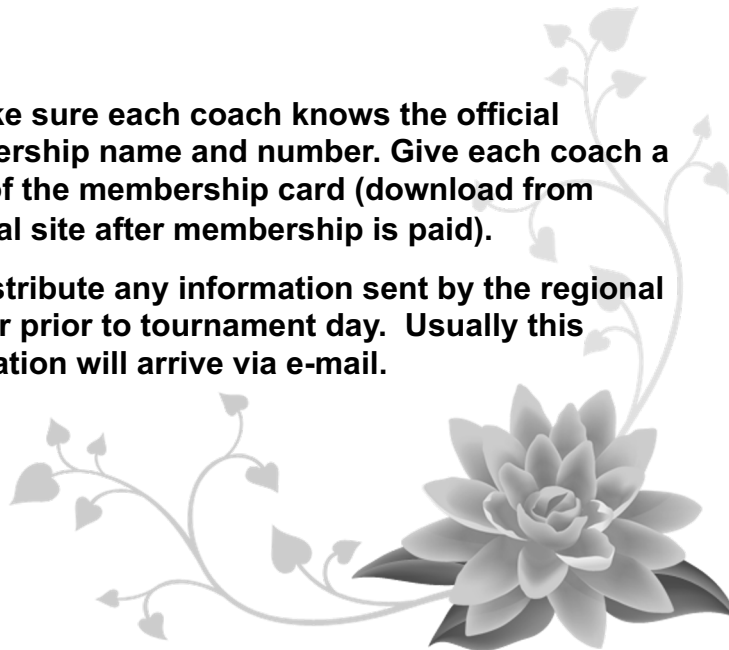
8) Encourage all new coaches to attend one of the beginning coach trainings.



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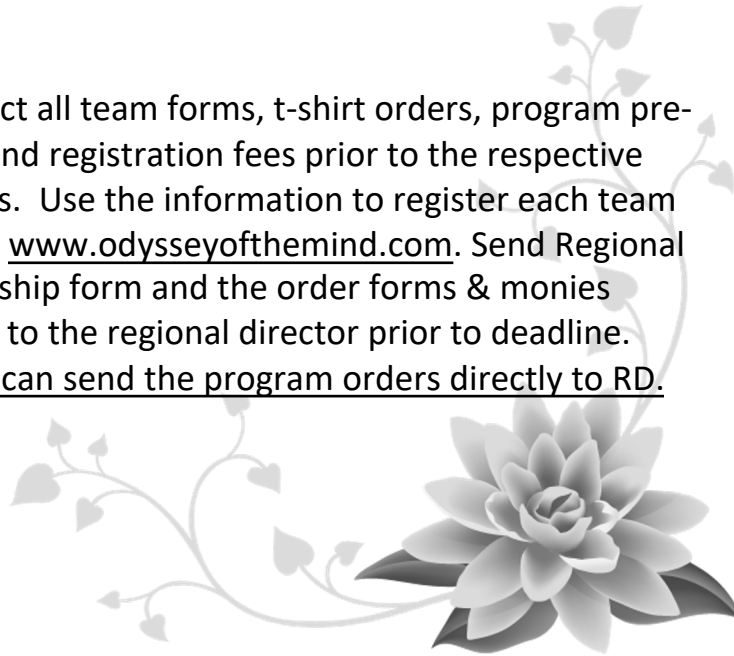
9) Make sure each coach knows the official membership name and number. Give each coach a copy of the membership card (download from national site after membership is paid).

10) Distribute any information sent by the regional director prior to tournament day. Usually this information will arrive via e-mail.



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11) Collect all team forms, t-shirt orders, program pre-orders, and registration fees prior to the respective deadlines. Use the information to register each team online at www.odysseyofthemind.com. Send Regional Membership form and the order forms & monies together to the regional director prior to deadline. Coaches can send the program orders directly to RD.



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REGISTERING YOUR TEAMS ONLINE

- a) **Make sure your coaches are aware of how to do this and what part is their responsibility.**
- b) **Recommended that you start the process and then your coaches and judges will complete it.**
- c) **You can pay online via Pay Pal or by check.**
- d) **YOU START AT THE MEMBERS AREA, BUT NOT TILL NATIONAL MEMBERSHIP IS ACTIVATED (paid). You'll get an email.**

www.odysseyofthemind.com



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What Can Coaches Do Online?

- Coaches with the username and password can submit requests to modify the team records or remove team members online.
 - AD or RD must approve
- A coach can add up to 7 team members online.
- A coach can change his/her username and password.
- A coach can **not** change the membership name, membership number, problem and division of the team. (Directors can do this.)

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REGISTERING YOUR TEAMS ONLINE

- **Each competitive team costs \$175.00 to register:**
 - **\$100 is for the state registration fee.**
 - **\$75 is for the regional registration fee.**
- **If the team progresses to the state level, there will be a \$50 State Tournament Fee to pay at that time.**
- **Primary teams are \$60 each (\$20 state fee and \$40 regional fee).**



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REGISTERING YOUR TEAMS ONLINE

- ★ **JANUARY 15 – THE TEAM REGISTRATION AREA WILL BE LOCKED. AFTER THAT DATE, YOU CAN ONLY CHANGE JUDGE OR WORKER INFORMATION VIA EMAIL TO FREDA.**
- ★ **IF THE TEAM IS NOT FULLY REGISTERED AND PAID FOR ON THIS DATE, YOU WILL BE ASSESSED A LATE FEE OF \$25 PER TEAM.**



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12) Remind all coaches to attend one of the COACHES WHO CARE meetings (Feb. 15 or 17) and all judges to attend judge training ON FEBRUARY 12. Be sure to thank and remind them frequently prior to the scheduled day.

13) Encourage others from the membership to attend the regional tournament to support your teams. Make sure your membership has a banner for the awards ceremony.

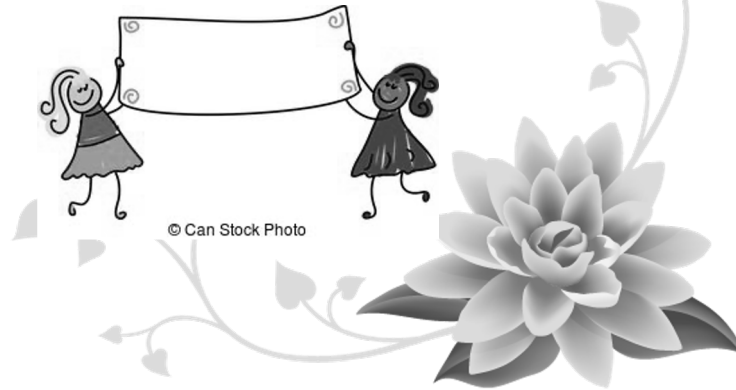
14) Be ready to assist teams going on to state with hotel registration, state tournament fee, etc.



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Membership Banners

Banners are NOT membership signs that each team must have. Banners are hand carried by two or three team members during the awards ceremony opening processional.



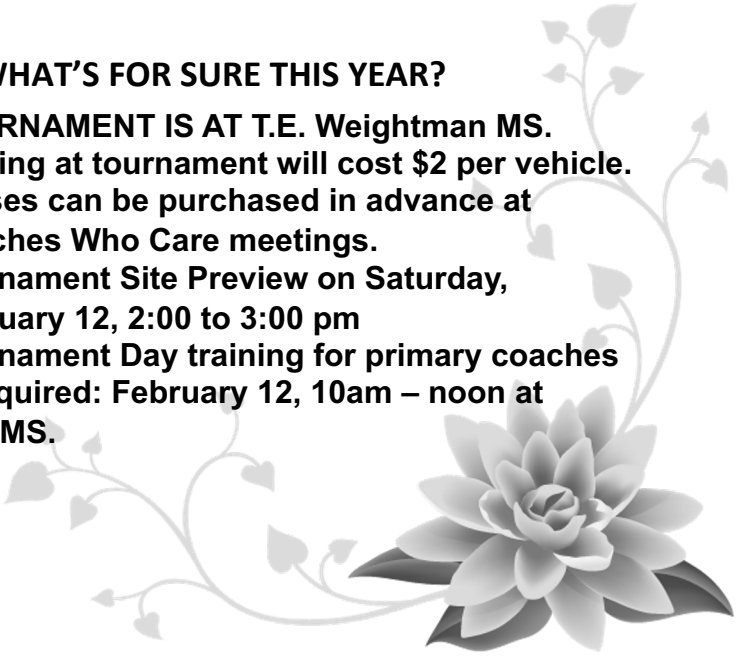
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WHAT'S UNCERTAIN THIS YEAR?

- ✓ **TOURNAMENT IS ON ONE DAY** if we're under 100 teams, two if we're over. Divided by problem.
- ✓ **Region might be selling food** at tournament.
- ✓ **COVID numbers** may require us to implement measures we developed last year: show up, compete, go home.
- ✓ **Will awards be in person or virtual?**
- ✓ **Probably no bounce houses...**
- ✓ **May have to preorder sales...**
- ✓ **Final decisions should be made by Feb. 1.**

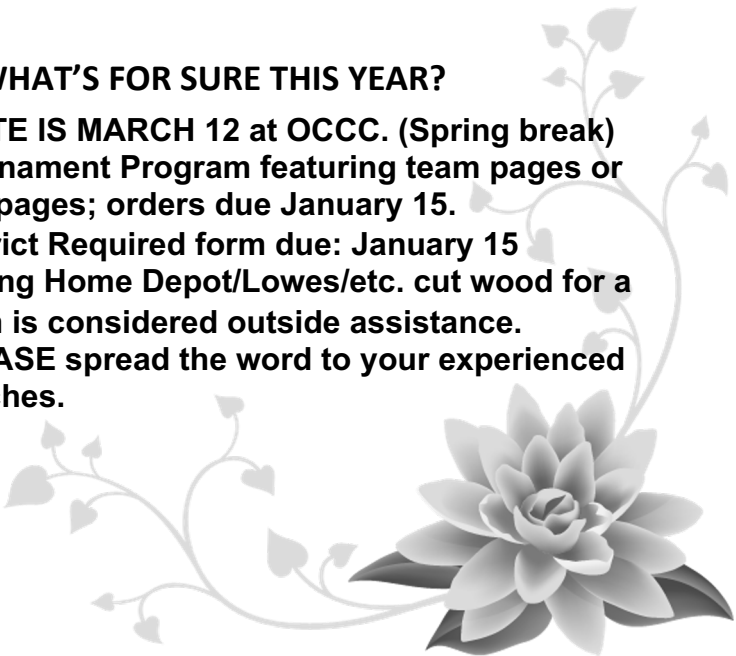
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WHAT'S FOR SURE THIS YEAR?

- ✓ **TOURNAMENT IS AT T.E. Weightman MS.**
 - ✓ **Parking at tournament will cost \$2 per vehicle.**
Passes can be purchased in advance at
Coaches Who Care meetings.
 - ✓ **Tournament Site Preview on Saturday,**
February 12, 2:00 to 3:00 pm
 - ✓ **Tournament Day training for primary coaches**
is required: February 12, 10am – noon at
TEWMS.
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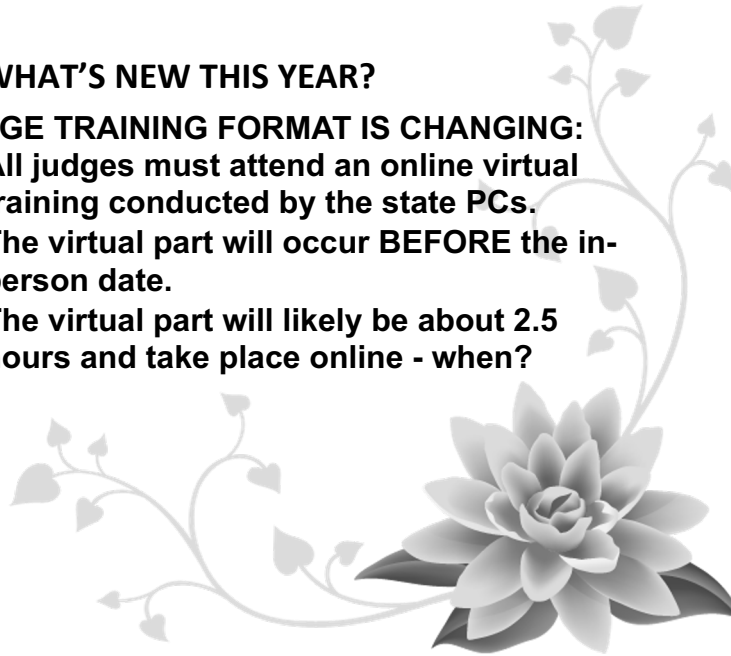
WHAT'S FOR SURE THIS YEAR?

- ✓ **STATE IS MARCH 12 at OCCC. (Spring break)**
 - ✓ **Tournament Program featuring team pages or**
half pages; orders due January 15.
 - ✓ **District Required form due: January 15**
 - ✓ **Having Home Depot/Lowes/etc. cut wood for a**
team is considered outside assistance.
PLEASE spread the word to your experienced
coaches.
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WHAT'S NEW THIS YEAR?

- ✓ **JUDGE TRAINING FORMAT IS CHANGING:**
 - ✓ All judges must attend an online virtual training conducted by the state PCs.
 - ✓ The virtual part will occur **BEFORE** the in-person date.
 - ✓ The virtual part will likely be about 2.5 hours and take place online - when?

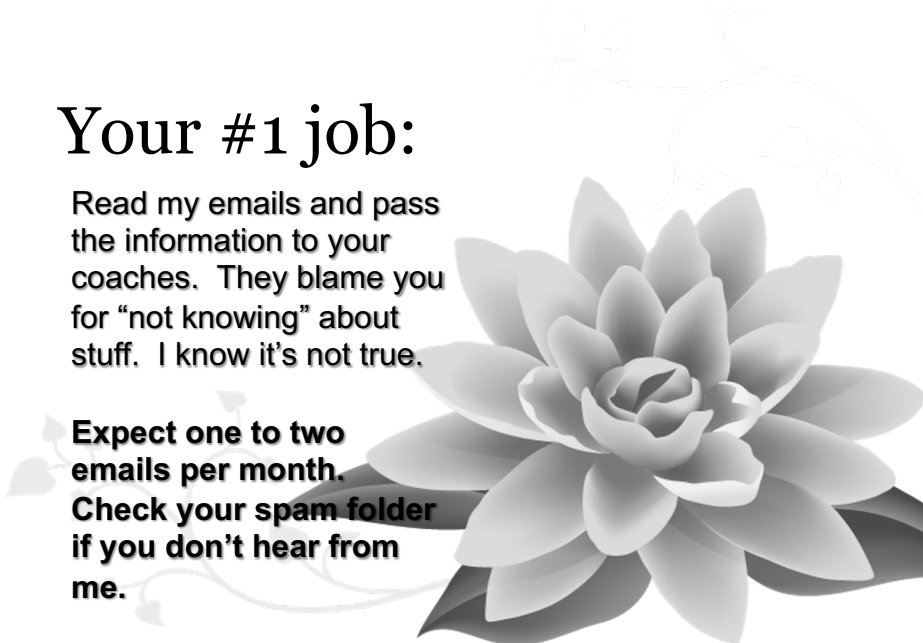


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Your #1 job:

Read my emails and pass the information to your coaches. They blame you for "not knowing" about stuff. I know it's not true.

Expect one to two emails per month. Check your spam folder if you don't hear from me.



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Getting and Giving the problems:

- When the membership is activated (paid), teams will have access to the full problems.
- Teams should meet 4-5 times BEFORE you give them access to the full problem (membership # + zip code).
- Work on becoming a team: how to make decisions, how to listen to each other, who's good at what, etc.
- Teach them skills: brainstorming, critiquing, sewing, etc.
- Once the team has the full problem, coaches are severely limited in what they can say and do.
- **If you have an experienced team and want the problem right away, send me an email.**

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Thank you!

www.gcodyssey.com

If you need me, email is fastest, but you can call or text, too.

Freda Abercrombie
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 813-924-0850, cell

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