

# Coordinators Cheat Sheet for NEPA Odyssey of the Mind!

## 1. Purchase membership(s)

National level membership payable to CCI  
You must register to receive the problems.

[odysseyofthemind.com](http://odysseyofthemind.com)

NEPA Regional level membership payable to NEPA OotM  
When CCI gets your payment we will send you an invoice.

[nepaootm.com](http://nepaootm.com)

If you are advancing to States you will receive a packet after the awards ceremony

[paodysey.com](http://paodysey.com)

**Check websites for current pricing and due dates**

## 2. Form teams

Ideally, enlist one coach per team! Get the word out to potential team members!  
Form teams: by tryouts? Or assigning them? Or gathering a group and a coach?

## 3. Recruit Judges and Volunteers (or direct each team to find judges/volunteers)

Judge/volunteer requirements for NEPA tournaments:

1 Long Term judge per team

1 spontaneous judge for every two teams

(e.g. 1 or 2 teams need 1 spontaneous judge, 3 or 4 teams need 2, etc.)

1 score room person per every 10 teams

1 volunteer per team (untrained, couple of hours at tournament)

For example: School A has 5 teams:

Must provide 5 long term judges, 3 spontaneous judges, 1 score room judge

(**who all must attend training**) and 5 volunteers (who do not need to attend training)

Judges can be teachers, parents, friends, neighbors, former OMers ... anyone over 18! (NOT the coach)  
Judges may not be able to see their kid's performance.

## 4. Register Teams, Judges and Volunteers

It is important that the email of the coach or judge is accurately provided in the registration form, as email is our primary method of communication!

Located as a link from resources tab of our regional site, or in the member area of national site

Team registration **Provide correct email for coach!!!**

Once you know the team – register them, (or let the coach register them!)

Need to know coach contact info, kids' names (spelled and punctuated correctly!)

Indicate any scheduling concerns, handicaps, etc.

You can add team members at a later date if you have fewer than 7 team members

You cannot add additional team members once you have 7 members

(even if someone drops out)

Judge registration **Provide correct email for judge!!**

Indicate: what type of judge (select the Long-Term problem number, or Spontaneous); which team they are representing; whether they have kids on any teams; prior Odyssey judging experience

5. Read the Problem

then read the problem again, and again, and again, and again

6. Forms

EACH TEAM: (filled out **before** competition!)

Coaches contract (available at nepaootm.com resource tab)

This will be turned in when coach registers on competition day

Forms; 4 style, 4 “team specific” (see problem), 1 Outside Assistance, 1 Cost form

These are requested in pre-staging before the Long Term performance

(Encourage teams to have an extra copy of each!)

7. Practice Spontaneous

Bill will send problems that can be distributed to teams!

Encourage teams to practice the different types of spontaneous problems (verbal, hands-on, verbal-hands-on).

links to hundreds of problems on [nepaootm.com](http://nepaootm.com) - spontaneous tab

Extra things:

T-shirts

Many schools design t-shirts that all the students (and coaches) wear to competition!

Props:

Help coordinate getting props to competition and unloading/loading. Car/truck/U-Haul

Teams:

Some schools provide a bus to get all the teams to competition.

Some try to coordinate that teams travel together!

Dress rehearsals:

Encourage the teams to practice practice practice!

Membership number: This is what identifies each group (usually one membership per school)

Use it to get into the membership area of the national site, for access to problems, forms, etc.

MUST be on each team’s membership sign (as appears on membership card)

For example: 12345 Micklus Mid Sch

Other information can also be on the membership sign, but is not required!

If you have more than one team doing the same problems, you can purchase additional membership(s) which would then be Team A, Team B etc. (then Team A or Team B is required on membership sign)

## General Timeline:

Aug/Sept	Purchase National membership
Sept – Oct	Form teams (tryouts/assign)
Nov	Encourage coaches to attend training Pay regional dues Remind teams to read the problem, the program guide, and check for clarifications
Dec	Register teams / judges
Jan	Verify teams are registered    Verify all required judges are registered Purchase a program ad! (Encourage teams to take out an ad in the regional program guide) T-shirts?    Design/order t-shirts that all the students can wear to competition!
Feb	Require <u>all</u> judges attend judges training!
Mar	Regional Tournament! Organize teams to get to competition Transport props?  Teams advancing to States? Register for states, and send in State fees (usually required within two weeks)
Apr	State tournament Judges must attend Anyone (even teams that do not qualify) can attend to see what is there!  Teams advancing to Worlds? Attend meeting held directly after State awards ceremony
May	World finals!!
June	Plan for next year!
Throughout:	contact person Remind teams of their responsibilities (read problem, find judges, complete forms, read problem) Remind parents/coaches what they CANNOT due ( <u>no Outside Assistance!</u> ) Be familiar with problems and rules!! <b>HAVE FUN!</b>