

VIRGINIA OPPORTUNITIES IN CREATIVITY EXPLORATIONS
The **VOICES** of Odyssey of the Mind®

Kimberly Beckerdite, VOICES of Odyssey of the Mind Association Director
Email: VA_OdysseyAssociationDirector@msn.com
Phone: 757-876-1893

DEAR VOICES COACH,

Tournament Day, **Saturday, April 16, 2011** is almost here and this letter will include some information you will need to know for the state competition at T. C. Williams High School in Alexandria, VA. Remember that the state web page at va.odysseyofthemind.org has spontaneous problems and other information for your teams

Some facts which are important for a successful meet are included in this letter. Please read through ALL the information carefully. **Be sure that everyone planning to attend the tournament has the information they need about times, parking, the problem you are solving, and your schedule for the day.** Review spontaneous procedures with the team. Remind them they may not even tell the coach whether it was verbal or non-verbal until after World Finals is over! Mum's the word for spontaneous!

Our primary goal for the State Tournament is for **every** team to have a fun and successful day. Success may not always be measured by scores, however, but by how the team feels about its performance, how well they work together, and what difficulties they manage to overcome. Please remember that Odyssey of the Mind is about each child's learning and growing through the creative process, and teams should keep the tournament day in perspective and have fun watching and supporting other teams.

REGISTRATION AT THE TOURNAMENT

We request that all teams **register between 8:00 a.m. and 10:30 a.m.** at the table in the central hall marked "Registration." We need to know you are present, and you need the information and materials in the registration packet. Your packet will include the following: a coach's nametag (so that person may pick up long term scores), programs, participation certificates for all your team members, and any last-minute information or changes you need to know.

CLOSING CEREMONY AND AWARDS

6:00 p.m.

The Closing Ceremony will begin at 6:00 p.m. in the Gym. After recognition of guests we will immediately announce awards. This portion of the day should finish by 7:00 p.m. We ask that all audience members remain seated until the final awards have been announced. It is very disruptive to have teams exiting the stands during the program.

7:15 p.m. (or earlier)

Coaches of teams continuing on to World Finals should meet in the **Titan Den area of the cafeteria** immediately following the Closing Ceremony. At least one coach or adult representative from each 1st and 2nd place team, (and any teams winning Ranatra Fusca Awards) should attend this meeting.

FORMS CHECK TABLE

Near the Registration Table, there will be a table set up where you can check to be sure you have all the required paperwork. Please complete FOUR (4) copies of the Style form, ONE (1) copy of the Cost form Value form, and ONE (1) copy of the Outside Assistance form. There will be a list of requirements for each problem and blank forms, just in case you forgot to bring any! You may check that you have all necessary paperwork to give the staging area judge. We offer it for your convenience; most teams will not need it.

TEAM PHOTO

One item that we cannot provide for at the Forms Check Table is your team photo. **Please remember that to assist our judges, we would like a photograph of your team if possible, with the team sign and, if possible, costumes.** Allow time for getting this developed before the tournament 😊

REQUIRED LISTS

“Extreme Mousemobiles,” “As Good As Gold...berg,” Le Tour Guide,” and “Full Circle” teams should provide the judges with lists to help them identify the items to be scored. (See section H- The Team Must Provide in your long-term problem.) Teams should have **four copies** of these lists and, again, should photocopy an extra one for their records. **All teams** refer to H. THE TEAM MUST PROVIDE section in your long-term problem. The lists are given to the Staging Area Judge, along with the Style, Outside Assistance and Cost forms.

EMERGENCY CARE FORM

Enclosed with this letter is an Emergency Care Form. Please photocopy one for each of your team members and ask parents to fill out the forms and return them to you. **YOU WILL KEEP THESE** in your possession all day at the tournament. We certainly do not plan on any emergencies, but should a child require care and the parent be unavailable, you would need this form to grant permission for treatment.

PARKING AND PROP DROP-OFF

Please refer to the 2011 OOTM State Parking and Directions Document as it contains important information regarding the tournament parking. Please do not park in any zone that is marked as a “No Parking” or “Tow Away” zone. These areas will be patrolled by the local police department and parking restrictions will be enforced. Please limit the number of vehicles you drive to the school.

All equipment and PROPS MUST REMAIN IN YOUR VEHICLES UNTIL ONE HOUR BEFORE YOUR LONG TERM PERFORMANCE. There is not space to store the props of over 100 teams in the building all at once. **ALL TEAMS** will need to drop off props along the front of the school’s entrance. **PLEASE DO NOT PARK OR STAND in the Drop-Off Lane for more than 10 minutes,** to allow other teams to drop off and pick up props. School security will assist in directing traffic and prop drop-off. Parking is reserved for judges in the Staff Parking Lots.

PROP DROP OFF, PROBLEMS 1, 3, AND 5 – USE DROP-OFF ENTRANCE A

From 395, proceed east on King Street for 0.7 miles. Just past Braddock Road, turn right into the first school entrance and proceed to the loop outside of door 2 to drop off props. No more than 5 minutes in the loop. Take props into the school through door 2. After dropping off props, you may park in the parking garage, on Chinquapin Drive, or at the overflow lot at First Baptist Church.

PROP DROP OFF, PROBLEMS 2 AND 4 – USE DROP-OFF ENTRANCE B

From 395, proceed east on King Street for 1 mile. Just past TC Williams High School, turn right into the third school entrance and drop off props outside of door 3. No more than 5 minutes at the curb. Take props into the school through door 3. After dropping off props, you may park on Chinquapin Drive, in the parking garage, or at the overflow lot at First Baptist Church. Do not park in the two Chinquapin Recreation Center lots (marked with red “No” symbols the on the map above).

General Parking Instructions

For Cars and Small SUV’s: Turn right at light in front of school and park in the parking structure on the right. NO LARGE SUVs, TRUCKS, or TRAILERS. You may also park on the Chinquapin Drive loop, which can accommodate vehicles on both sides of the road.

For large SUVs and trucks, park on the Chinquapin Drive loop.

For cars or trucks with trailers: Drop off props and students, return to Route 7, King Street, and turn right. ½ mile on the right is First Baptist Church with drive-through spaces and many parking spaces.

PAY PHONES ... CELL PHONES, AND BEEPERS

The Main Office will **not** be open to teams. We apologize for any inconvenience, but we must keep the offices secured during our visit. Please remember, too, to turn off all cell phones and pagers during Long Term performances.

FLASH AND VIDEO PHOTOGRAPHY

We will not allow any flash photography during a team’s performance. Please be sure to inform parents about this. Also, please ask your team in advance whether or not they will allow video photography ... the staging area judge will ask the team, and the timekeeper will announce that decision to the audience. “Photo Men” may occasionally be making quiet entrances to photograph for our slide show.

FOOD AND RECREATION AREA

The school cafeteria is planning on selling food items (breakfast and lunch) during the day of the state competition. Breakfast will be available in Cafeteria (8:00 -9:30 A. M.) and lunch is available in the Cafeteria (11:30 A.M.-3:30 P.M).

SPONTANEOUS PROCEDURES

All teams should report to the Check-in table (follow the Spontaneous Check In signs). Your team should report to check-in **15 minutes prior** to your scheduled time. **Only team members and one adult will be directed to the spontaneous waiting area.** You will then check in with the monitor to report your team’s presence. Your team will receive a card with your school name, membership number, and problem written on the card. This card should be turned in to the judges after the team goes into the spontaneous problem room (as a “check-in” procedure with their judges.) Coaches will be notified where they can meet their team after their spontaneous performance is finished. Only escorted teams will be allowed in the designated Holding Rooms. **Remember the rule: all seven team members may enter the spontaneous room. They will have 1 minute to decide which 5 team members will participate in the problem.** The remaining two team members may remain in the room during the Spontaneous competition, or they may return to the Holding Room and wait with the coach. **NO ONE EXCEPT TEAM MEMBERS AND ONE ADULT MAY GO TO SPONTANEOUS HOLDING AREAS. Please do not have parents waiting around the Check-in table:** it would make it difficult for other teams to check in. At each Spontaneous site, the team is responsible for QUIET and courteous behavior. No cell phones or pagers are permitted to be turned on during this time.

SPONTANEOUS PENALTIES

Caution your team NOT to talk about their Spontaneous problem after they have had their turn. The same Spontaneous problem is used for every team within a Long Term problem division. Ask your team not to tell anyone about the problem - **even whether it was verbal or non-verbal** - including parents and coaches until after World Finals. Any discussion may be overheard. Remember that later-performing teams can gain an advantage from overhearing. Teams have received a Spontaneous score of "0" because of a discussion of the problem after leaving the room. **We are very serious about following this rule to the letter and will penalize a team that discusses its spontaneous problem in any way.**

CLARIFICATIONS

Teams will be expected to continue checking for clarifications (although there may not be any new ones) up until the tournament. You can find these at the national web site: www.odysseyofthemind.org . Teams will be held to any clarifications that have been issued prior to State Finals!

SOUVENIRS

Please remember that we will have Virginia State Finals t-shirts, state pins, coaches' pins, key chains, hats, pens, pencils, and other fun items for sale at the Souvenir Table. Don't miss the chance to go home with a reminder of this year's Odyssey. All proceeds will help defray the cost of the tournament as well as provide some assistance to teams continuing on to World Finals. Please support VOICES and take home a fun item! (Note: Some souvenir items will be available only in limited quantities, so please shop early if you know there is a particular item you wish to purchase.)

SCHEDULE

The schedule will be emailed to you and will be put on the VOICES' website. Should there be a need for correction to the schedule, corrections will be provided at check-in and emailed to coaches prior to Friday. Once the schedule is posted, you may photocopy & share it with parents so that everyone may plan the day in advance. On tournament day, you will receive 5 programs in your competition registration packets. Additional programs will be available at registration.

LONG TERM

Up to seven team members may perform in Long Term. If you have at least 5 team members present, those 5 MUST perform. You may have non-performing team members on a team of more than 5 members. Any playbill to be distributed to judges, including those that may be required as a scoring element in the long-term problem solution, must be given to the Staging Area Judge, who will pass it on to the other judges. Please remember foot coverings and review the other rules in the Program Guide. Remember that we will allow no items that resemble weapons into the tournament site.

Note also that we ask teams at the VOICES' State Finals to confine their responses to "Team, are you ready?" to an enthusiastic "yes" or "no" answer, in order that we may keep on schedule.

SCORES

Coaches report to the Head Judge for your problem at the problem site about one hour after your team's performance to get your long term raw scores. **Scores will only be given to the coach with the coach's nametag which will be in your registration package.** The staging area judge will tell the coach where to report for scores. Once scores are ready, they will be listed on a sheet posted in the performance area. After the first 2 hours, scores may be ready as early as 30 minutes after the performance. Remember that the raw scores will be scaled later in the score room, and penalties will be subtracted from the **scaled (percentage) score**. If you feel there was a problem with the long term RAW SCORES, please discuss the item with the Head Judge. **YOU HAVE 30 MINUTES TO DISCUSS A SCORE.** The time you receive your raw score sheet will be noted on the sheet. If you wish to discuss a score within the 30 minute time, please see the **Head Judge** before 30 minutes has passed. If you cannot resolve the question, the problem will be taken to the Problem Captain. If still unresolved, you may ask for a Problem Intervention Form from him/her, requesting a Tribunal. Fill this form out and give it to the Problem Captain. A Tribunal (a Three Member Panel) will be called within approximately one hour and the results conveyed to you by the Tournament Director. Only official coaches may lodge a protest. This must be done tactfully, politely, and out of participants' hearing. **AT NO TIME MAY YOU DISCUSS SCORES WITH PROBLEM JUDGES.** The Tribunal's decision is final. Remember: **no subjective calls or calls dealing with unsportsmanlike conduct, time violations, or specific problem violations may be decided by Tribunal.** Only "Spirit of the Problem" violations, cost limit violations, rule interpretations or irregular procedures are Tribunal-appropriate. Teams whose scores are ready will be listed at the Long Term Site. After the last team performs, all coaches' copies from earlier performances that were not picked up will be sent to the Registration Desk. Once scores leave the site to go to registration, you may pick up your scores, but may no longer talk with the Head Judge. **No scores are final until reviewed and processed in the Score Room.**

STYLE SCORES

This year, we will again be giving you the team's Style scores before the end of the day. Your team's style scores will be written in the "notes" area of the PINK COPY of the LONG TERM SCORE SHEET that you receive about an hour after the team performs.

The scores will appear like this:

1. A number from 1-10
2. A number from 1-10
3. A number from 1-10
4. A number from 1-10
5. A number from 1-10

You will need to have a photocopy of your team's style form to interpret these scores: we will not write the descriptions down for you. (Judges will not have time to do that☺) The numbers you receive will be the **average** of the sum of the style judges' scores. Also, because **STYLE SCORES** are the subjective opinion of one set of judges on one given day, they are not open to discussion. These scores are given to you as feedback only, so you will know which of your team's style items the judges liked more than others, so to speak. **Please honor the request not to consider them open to any debate.**

TEAM PAPERWORK RETURN POLICY

Each team's paperwork (Outside Assistance Form, Materials Value Form, Team List, team clarifications, team photograph, etc.) will be put into an envelope by the judges and returned to the Registration desk at the end of the day. If you wish to have this information returned to you, come by the Registration table **after 6:30 p.m.** and pick up your envelope or you may pick it up outside the doors to the awards ceremony.

SITES

How wonderful it would be to design a building just for Odyssey competitions! But, since we don't have that luxury, we creative problem-solvers make use of what we have. T. C. Williams is a wonderful venue for the state tournament; however, some items should be noted so your teams may prepare for the competition:

- * **ALL ODYSSEY TEAMS, COACHES, JUDGES AND PARENTS SHOULD WEAR SOFT-SOLED SHOES TO ALLOW THEM ON THE SURFACES OF THE GYM FLOORS, PLEASE!!**
- * Follow the signs to the Weigh-in site for balsa. NOTE: Teams may weigh in 2-4 hours before their performances (after 7:45 a.m.) but preference will be given to those teams whose performance times are earliest.
- * "Standard doorway" is defined in the Program Guide as 28" wide. Please remember that if the team has difficulty getting a prop/other item through a door, the TEAM must solve this problem ... not the parents.

Competition Site Locations:

Problem	Division	Location
Extreme Mousemobiles	I,II,III	Black Box
As Good As ...Goldberg	I,II,III	Main Gym
Le Tour Guide	I	Lecture Room
Le Tour Guide	II,III	Band Room
Unhinged Structure	I,II,III, IV	Auxiliary Gym
Full Circle	I,II,III	Choir Room

THANK YOU'S

If you or your team would like to write a note of thanks to T. C. Williams High School for the use of their school, you may address it to:

Ms. Suzanne Maxey, Principal
3330 King Street
Alexandria, VA 22302

→ **AND ON THE SUBJECT OF T. C. WILLIAMS HIGH SCHOOL....** ←

We are guests in this school, and as such, we should leave the premises cleaner than we found them. Please ask your team members to pick up after themselves, keep the bathrooms clean as possible, and perhaps even look around as they leave in the evening and pick up any debris on the floors as they exit. We would like to keep our reputation of being "one of the best groups we've had at our school!" Being good citizens is part of what we hope Odyssey teams learn from this experience. As you exit at 7:00 p.m., challenge your team to find trash items to pick up and throw away. Make an Odyssey impression!

Remember that volunteers will receive assignments one week before the meet. They will be scheduled to allow them to see their children's long-term performances. We thank ALL our volunteers!!

The **VOICES** State Board and all the Officials look forward to seeing your teams and their wonderful problem solutions on April 16. Please email me at VA_OdysseyAssociationDirector@msn.com if you have any questions.

THANK YOU, COACHES, for all you have done to make creative thinking and teamwork a reality for so many children in Virginia!

COACHES' TOURNAMENT CHECKLIST

- Emergency Medical Form completed for each team member
- Plans for who will pick up Registration Packet between 8:00 - 10:30 a.m.
- Parents informed of schedule, parking, souvenirs, team's plans for the day
- Parents reminded about Outside Assistance penalties, including ones that may be given to team members receiving help with hair, make-up, etc.
- Parents asked about video-taping permission (Staging Area judge will ask the team)
- Parents reminded not to even ASK about spontaneous until after World Finals ☺
- Plans made for lunch, and possibly dinner, with team. Plans made for Closing Ceremony, if attending.
- Team sign made
- Four** copies of lists required for **"Extreme Mousemobiles," "As Good As Gold...berg," Le Tour Guide,"** and **"Full Circle"** to help them identify the items to be scored.
- Four** *Style* forms, **one** Cost Form and **one** Outside Assistance form completed
(Remember Division 1 teams may dictate contents to the coach, but words must be the team's own)
- Copy of clarifications sent specifically to your team (if any) and copyright permission (if applicable)
- Spontaneous procedures reviewed with team, including reminder not to discuss their problem and not to even tell you if it was verbal or hands-on until after 7 p.m., please.
- Long Term Problem reviewed with team to be sure all criteria have been met
- Possible difficulties the day of the competition examined by team and plans made by the team for dealing with them (FIX-IT Kits are good. Teams must decide themselves what to bring, though ☺)
- Thank you notes made to school coordinator/school/judges/any others as appropriate
- Coach remembers that the goal of this Tournament and the Odyssey of the Mind® Program is to benefit our young people, teaching them teamwork, creativity and problem-solving. The primary goal of our Tournament Day is to have *fun*. So *relax*, enjoy the creativity, and please keep the day's events in perspective.**

Please encourage parents to come spend the day watching all our creative Odyssey teams. Please remind your team that all that is expected is that they have fun and do their best! Encourage them to meet teams from other parts of the state, and talk about themselves and the experiences they have shared.

EMERGENCY CARE INFORMATION

(Coach: Keep a copy of this form for each team member with you at the tournament)

EVENT: 2011 VOICES of Odyssey of the Mind State Finals Tournament

LOCATION: T. C. Williams High School, 3300 King Street, Alexandria, VA 22302

STUDENT'S NAME: _____ **Date of Birth:** _____

Address: _____ **ZIP** _____

Father's Name: _____

Address : _____

Home Phone : _____ Work Phone: _____

Mother's Name: _____

Address (if different from above) : _____

Home Phone : _____ Work Phone: _____

Legal Guardian : _____

Address : _____

Home Phone : _____ Work Phone: _____

Family Physician: _____ **Phone:** _____

Insurance Information (effective on April 16, 2011):

Carrier : _____ Plan # _____ Policy # _____

Medical History

Allergies:

Insect stings _____

Food (please list) _____

Drugs (please list) _____

Medical conditions:

Please list any disabilities/conditions we should be aware of: _____

Is your child currently under care of a physician for a medical problem? Yes _____ No _____

If yes, please explain _____

List all medications and dosages your child receives on a continual basis or is receiving at the

present time : _____

Parental/Guardian Permission:

I give my permission for such diagnostic and therapeutic procedures as may be deemed necessary for my son/daughter by an emergency room or nearest hospital. The medical staff has my authorization to provide treatment which a physician deems necessary for the well-being of my child. I agree to be responsible for all charges incurred.

Date : _____ Signature: _____ Relationship to student: _____