



Supervisors' Information Package

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Disclaimer

It is your responsibility to read and understand this document on a regular basis because we may update it from time to time.

Your Role as Supervisor

Your primary role as a supervisor to teams is to supervise and mentor your teams so they succeed in the ORC. However, **supervisors are to act in an advisory role only**, so supervisors must not be directly helping teams to complete competition requirements. Below are a few examples of what is considered acceptable and unacceptable for team supervisors.

Examples of acceptable behaviours:

- Setting up meeting times
- Helping teams with basic problems such as switching wires due to incorrect port
- Guiding teams with prompting questions to do not directly lead to the answer (i.e. "What should your robot do here?", "Which sensor detects distance?")
- Helping teams where safety may be a concern (i.e. soldering)

Examples of unacceptable behaviours:

- Programming for the team (i.e. in control of the laptop / computer / electronic device)
- Guiding the team to the point where answers have been implied or alluded to (i.e. "Don't you need to detect distance here?", "Why don't you try this sensor?")
- Helping the team build a robot that is under the weight/dimension limits and on competition day, helping the team rebuild their robot if it breaks
- Teaching the students skills and/or terminology that are well above their capabilities to impress the ORC judges (i.e. teaching university level terms to grade 5 students)

Judges have full authority to **invalidate competition results** for your teams if there is substantial evidence pointing out that non-team members performed unacceptable behaviours that gave your teams an unfair advantage.

The Co-Chairs of the ORC reserve the right to apply additional disciplinary action against your teams for the above case.

Important Dates

Event	Date & Time	Location
Attendance Confirmation, Lunch, and T-Shirt Orders	April 28 th , 2017 Due at 6 pm	Late submissions will NOT be accepted. Visit http://orc.ieeeottawa.ca/competition for more information.
Workshop #3	Apr. 29 th , 2017 10 am – 3 pm	University of Ottawa, SITE 2060/2061 (800 King Edward Ave.)
Workshop #4	May 6 th , 2017 10 am – 3 pm	University of Ottawa, SITE 2060/2061 (800 King Edward Ave.)
Workshop #5	May 13 th , 2017 10 am – 3 pm	University of Ottawa, SITE 2060/2061 (800 King Edward Ave.)
Reports	May 15 th , 2017 Due at 10 pm	Send all reports to orcrcpts@gmail.com
Registration Fee Payment Due Date	May 19 th , 2017	Payment must be received by this date. See "Fees and Payment" section for more information.
Competition Day	May 27 th , 2017 8 am – 5 pm	Longfields-Davidson Heights Secondary School (149 Berrigan Dr.)

Main Points of Contact for Inquiries

Type of Inquiry	Name of Contact	Email
Lego Challenge Rules, Lego Technical Component	Lego Team	orclego@gmail.com
Arduino Challenge Rules, Arduino Technical Component	Arduino Team	orcarduino@gmail.com
Billing, fees, payment, etc.	Kelly Xu	ieeeorcfinance@gmail.com
Registration, workshops, and all other inquiries	Heidi Li and David Huynh	orcinfo@ieeeottawa.ca

Challenges & Requirements

Each team may register in up to 2 challenges (Arduino or Lego) and must have one robot per enrolled challenge. They must also complete the Technical Component, which is a report, poster, and presentation. Lego Challenges can be found at <http://orc.ieeeottawa.ca/lego>. Arduino Challenges be found at <http://orc.ieeeottawa.ca/arduino-challenge>.

Fees & Payment

Registration fees for the ORC 2017 are reduced by 25%.
We thank IBM's contributions for making this possible.

Description	Fee
Lunch	\$5 per supervisor or student
Registration for all teams, if at least one team is registered before March 10 th , 2017	\$20 \$15 per student
Registration, if teams are registered after March 10 th , 2017	\$25 \$18.75 per student

Please make sure to read the [Finalizing Registration Guide](#). All team details (team name, challenges, students, lunches (optional), and T-shirts) are considered final on **April 28th, 2017 at 6 pm**. **No refunds or changes will be permitted after this deadline.** An invoice will be sent to you by **May 10th, 2017**. We must **receive full payment** before **May 19th, 2017**, unless otherwise arranged, so your team(s) can compete on competition day.

All fees can be paid for by cheque or cash. Please contact Kelly Xu at ieeorcfinance@gmail.com regarding fees and payment.

Subsidies

Our generous patrons allow us to allow more students to participate through the subsidy pools listed below.

Developing Tech Leaders Subsidy (\$850)

The overall priority of this subsidy pool is to reduce registration and kit fees for those who are unable to pay and unable to have fees covered by other sources. Please note this subsidy is funded by: Carleton University Faculty of Engineering and Design, University of Ottawa Faculty of Engineering, Ross Video, and Spirit of Math.

#IBMSTEM4GIRLS Subsidy (\$1000)

The #IBMSTEM4GRILS Subsidy is aimed at increasing the participation of all-girls teams in the ORC. All all-girls teams will receive subsidies for registration fees.

Carleton Engineering Excellence Subsidy (\$375)

The Carleton Engineering Excellence Subsidy is aimed at promoting engineering excellence among high school students. All grade 9 to 12 students will receive a subsidy.

Kits

ORC 2017 will be the final year that both NXT and EV3 kits will both be permitted in the competition. Parts can come from any Lego kit. Starting in 2018, only EV3 kits will be permitted.

For Arduino Challenges, you may decide to purchase and assemble a robot of your own or purchase an mbot for the LRT Detour Challenge. Otherwise, you may purchase a robotic arm for the Green Arm Challenge.

LEGO® MINDSTORMS Software

The official EV3 LEGO® MINDSTORMS Software can be downloaded free from the [LEGO® website](#). You can program the NXT Intelligent Brick with the EV3 Home Edition Software. However, the NXT Brick will support not all the functions. You will need the EV3 Ultrasonic Sensor Block if you are programming with an EV3 Education kit with the Home Edition software, which can be found [here](#).

Arduino IDE (Programming Software)

The Arduino platform uses an Integrated Development Environment (IDE) for programming, which can be found [here](#). The Arduino Team will be posting up a series of libraries on the website, which are to be used to manage the motor control shield of the Arduino robot. These libraries are set up so that teams can focus on the main goal of our Arduino Challenges.

Registration

Supervisors must register on our website at <http://orc.ieeeottawa.ca/competition/>. Please let all parents/guardians know of our media consent policy, which can be found here: <http://www.orc.ieeeottawa.ca/wp-content/uploads/ORC-DiscMedConsEN.pdf>. This policy will also apply to those who have opted out in the past.

Workshops

The workshops take place at the University of Ottawa, SITE Building. The ORC committee will go over rules in all workshops, and students will be able to ask questions and test their robots during the workshops. You do not have to attend all workshops for students, as they are of similar format. Ensure that you and your teams bring packed lunches, your robots, and your enthusiasm to these workshops!

Competition Day

Competition day (**Saturday, May 27th, 2017**) will be held at Longfields-Davidson Heights Secondary School (149 Berrigan Dr.) from about 8 am – 5 pm. Below is a general competition day schedule, but a more detailed schedule will be provided towards the middle of May 2017.

Competition day will include time to test out robots, round robin tournaments, lunch (optional), elimination rounds, and an awards ceremony. Please ensure that all teams have all that they need by checking our competition day checklist (<http://www.orc.ieeeottawa.ca/wp-content/uploads/2015/03/ORC2016-CompDayChecklistBIL.pdf>).

Competition Day General Schedule

<u>Event</u>	<u>Time</u>
Set-up, Testing, and Presentations	7:30 am – 10:00 am
Round Robin Begins	10:00 am – 12:00 pm
Lunch	12:00 pm – 1:00 pm
Tournament Rounds Begin	1:00 pm – 4:15 pm
Closing Ceremony	4:30 pm – 5:00 pm

Information Collection and Use

During registration, we collect a wide variety of information from you. Most of this information is for the purposes of planning of the current year's competition and understanding how we can better serve teams for the future.

For supervisors, if your billing address corresponds to a school and you do not opt out within one week of registering for the competition, your name and email will be distributed to IBM. They will mostly be contacting you to invite you to events that are destined for your students.

We do not release student names to anyone outside the ORC Committee and its volunteers. While this list may be incomplete, their names are used primarily for the following purposes:

- Certificates
- Lunch
- T-shirts
- Grading of the Technical Component

Otherwise, the following information may be distributed upon request by a patron of the ORC:

- School Name
- Gender breakdown of teams
- Team Name
- Grade distribution of teams

Other Disclaimers

Please note that supervisors are also responsible for ensuring that at least one adult of 18 years old or older supervises ORC participants at any ORC event (workshop, competition day, etc.). The IEEE Ottawa Section, ORC, ORC volunteers, and employees of any hosting venues are not responsible for the well-being of any attendees or for anything that occurs while attending an ORC event.

Please also note that IEEE Ottawa Section, ORC, ORC volunteers, and employees of any hosting venues are not responsible for any costs incurred to your team because of unexpected occurrences during ORC events, such as parking tickets, hotel costs, meals, etc.

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