



# Competition Day Instructions for Team Supervisors

**Last Revised: May 15, 2018**

## **General Reminders:**

1. The ORC is meant to be a fun event for all, including our volunteers.
  - a. The whole point of the competition is to celebrate what the students have achieved and to let them have fun, make new friends, learn something new, and learn from mistakes for future improvement.
  - b. Harassment, in all its forms, will not be tolerated.
2. Teams should not be receiving direct help from non-team members (i.e. team supervisors and others not on the team) for programming and/or building.
  - a. Throughout the day, several unmarked volunteers (i.e. their name tag will not reflect this role) will monitor for teams who receive direct help from non-team members.
  - b. These volunteers have full authority to invalidate your teams' scores (i.e. disqualify the team) if non-team members are found to be assisting teams with programming and/or building/re-building robots.
3. All those who did not pay for lunch must bring or purchase their own. You are free to order delivery. Vending machines are available on-site, but there is no cafeteria food service available.
4. If there is an issue with scoring, please discuss it with the judges.
  - a. Please be respectful to and be patient with them. Some of them are brand new. However, they have been trained with as many case scenarios from previous years as possible.
  - b. We are all here to help each other to ensure the most enjoyable and accurate experience possible for all.
5. Heidi and David H. will try their best to circulate, but they will **not** get involved with any scoring issues under any circumstances.

### **Before Competition Day:**

1. Ensure students do the following:
  - a. Check out our website at <http://orc.ieeeottawa.ca/competition-day-info> for the competition day checklist and instructions
  - b. Have at least one team member for each team signed up on the Remind app (Anrdoid: <https://play.google.com/store/apps/details?id=com.remind101&hl=en>], iOS (Apple): <https://itunes.apple.com/us/app/remind-school-communication/id522826277?mt=8>, and Website: <https://www.remind.com/>)
    - This will be used to call teams up. Students will be able to receive text message updates as well (standard text messaging fees apply).
    - Team supervisors are also welcomed to sign up
    - Once signed up, students should enrol into the appropriate "classes" based on their challenges. Below are the class codes.
      - Carleton U. Sumo: @orc18s
      - Drag Race: @orc18race
      - IBM da Vinci: @orc18art
      - LRT Detour: @orc18lrtd
      - IBM Green Arm: @orc18green
  - c. Remember their team number (on presentation schedule), team name, and challenges.

### **On Competition Day (Morning):**

1. The primary team supervisor (i.e. the one listed on the invoice) will check-in with Kelly. You can pay for your registration fees at this time as well.
  - a. T-shirts for all team supervisors for your teams will be given at that time.
  - b. No change will be made or refunds will be issued for overpayment. They will be considered donations.
2. If you have any team who dropped out, please go over to the other registration tables to collect their T-shirts and certificates.
3. Please wear the ORC T-shirts (or your team shirt if you designed one) to help the judges differentiate between team supervisors and spectators.

**For Lunch:**

1. All those who did not order a lunch will not be served lunch.
2. If you and/or your team ordered lunch, please line up outside the cafeteria with a few assistants (**not** all your students) starting at about noon or when announced. You will need the primary supervisor's name and their email address.
3. Once you are let into the cafeteria, a volunteer will give you your pizza order and drinks with a list for all lunches for all your teams. You will be responsible for distributing lunch to the correct person.
4. Exit the cafeteria, go to your teams, and distribute lunch.

**At the End of the Day:**

1. Please fold up all your chairs and tables.
2. If you have been eliminated from your challenge(s) early, please check out all the booths at the competition.
3. Please ensure your teams stay in case they win a prize. Prizes will be awarded to another team should they be absent for the closing ceremony, even if the team supervisor is present to collect the prize.