



Supervisors' Information Package

Last Revised: April 30, 2018

Table of Contents

Your Role as Supervisor	2
Main Points of Contact for Inquiries	2
Important Dates.....	3
Challenges & Requirements.....	3
Registration.....	4
Work Periods	4
Fees & Payment.....	4
Discounts.....	6
#IBMSTEM4GIRLS Subsidy.....	6
Carleton University Engineering Excellence Subsidy.....	6
Kits	6
Lego Mindstorms Software	6
Arduino IDE (Programming Software)	6
Competition Day.....	6
Information Collection and Use	7
Other Disclaimers	7

Disclaimer

It is your responsibility to read and understand this document on a regular basis because we may update it periodically. By registering as a team supervisor and remaining registered, you agree to all the conditions outlined. If you do not agree, you must withdraw from the competition.

Your Role as Supervisor

Your primary role as a supervisor is to supervise and advise your teams. Thus, supervisors must not be directly helping teams complete competition requirements. Below are a few examples acceptable and unacceptable behaviour 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 are too direct (i.e. "Don't you need to detect distance here?", "Why don't you try this sensor?")
- Helping the team build or rebuild their robot
- Teaching the students skills and/or terminology well above their capabilities (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 non-team members performed unacceptable behaviours, giving your teams an unfair advantage. **The ORC Co-Chairs and Vice Chair can apply additional disciplinary action.**

Main Points of Contact for Inquiries

Type of Inquiry	Name of Contact	Email
Lego Challenge Rules, Lego Presentation	Andrew	orclego@gmail.com
Arduino Challenge Rules, Arduino Presentation	David B.	orcarduino@gmail.com
Billing, fees, payment, etc.	Kelly	ieeeorcfinance@gmail.com
Registration	Ryan and Narmadha	orcteams@ieeeottawa.ca
Work periods and all other inquiries	Heidi and David H.	orcinfo@ieeeottawa.ca

Important Dates

Event	Date & Time	Location
Registration Opens	Jan. 22, 2018	Online at http://orc.ieeeottawa.ca/competition
Work Period #1	Feb. 17, 2018 10 am – 3 pm	University of Ottawa, SITE 2060/2061 (800 King Edward Ave.)
Early Bird Registration Ends	Mar. 30, 2018 11:59:59 pm	Online at http://orc.ieeeottawa.ca/competition
Last day to register a new team	Apr. 11, 2018	
Work Period #2	Apr. 28, 2018 10 am – 3 pm	University of Ottawa, SITE 2060/2061 (800 King Edward Ave.)
Work Period #3	May 4, 2018 9 am – 3 pm	University of Ottawa, SITE 2052 (800 King Edward Ave.)
Attendance, lunch order, and T-shirt order confirmation due	May 4, 2018 11:59:59 pm	Zero changes will be allowed after this deadline.
Payment due	May 26, 2018	
Competition Day	May 26, 2018 7:30 am – 5 pm	Longfields-Davidson Heights Secondary School (149 Berrigan Dr.)

Challenges & Requirements

Each team may register in up to 2 challenges (Arduino and/or Lego) and must have one robot per enrolled challenge (i.e. 2 challenges = 2 robots). Teams must also be ready to split up on competition day if they are in two challenges in case of scheduling conflicts. Additional fees will apply for a second challenge. They must also present to judges. Lego Challenges can be found at <http://orc.ieeeottawa.ca/lego>. Arduino Challenges be found at <http://orc.ieeeottawa.ca/arduino-challenge>.

Registration

Supervisors can register teams at <http://orc.ieeeottawa.ca/competition/>. You are responsible to advise all participants' parents/guardians of our media consent policy (<http://www.orc.ieeeottawa.ca/wp-content/uploads/ORC-DiscMedConsEN.pdf>), which applies even to those who opted out in the past. You are responsible for ensuring the accuracy of all registration data as it may impact billing (refer to the Fees and Payment section for full details).

Work Periods

Previously known as workshops, work periods take place at the University of Ottawa, SITE Building. The ORC committee will go over rules, and students will be able to ask questions and test their robots. All the details on the work periods can be found at <http://orc.ieeeottawa.ca/workshops>.

Fees & Payment

Kit Fees

Please refer to the order form at <http://www.orc.ieeeottawa.ca/order-a-kit/> for most up to date kit fees.

Base Registration Fees - reduced by 20%, thanks to IBM Canada.

Description	Fee
Early bird registration (minimum one team registered by March 30 th)	\$20 \$16 per student
Late registration (First team registered after March 30 th)	\$25 \$20 per student

Lunch Fees (applies to both students and team supervisors)

Description	Fee
Two slices of pizza and bottled water	\$6.00 each order
One slice of pizza and bottled water	\$3.25 each order
No drink with lunch order	-\$0.25 each order
Soft drink surcharge	\$1.00 each drink

Other Fees

Description	Fee
Add a challenge (early bird)	\$4 per student
Add a challenge (late registration)	\$5 per student
Outstanding balance from the ORC 2017	Must be paid in full before registering for the ORC 2018
Outstanding balance after the ORC 2018 occurs	Registration for future ORCs will not be permitted until it is paid.

If at least one team from a community group or school is registered by **11:59 pm on March 30th, 2018**, all teams from that community group or school will be charged using the early bird registration rate. Otherwise, teams will be charged using the late registration fee.

Within a week after **11:59 pm on May 4th, 2018**, an invoice will be sent to all teams. **No changes to teams will be permitted after this deadline.** Payment will be due for competition day (**May 26th, 2018**). For teams originating from a school with a teacher as a team supervisor, if you are unable to pay in time for competition day and will send your payment directly to the IEEE Ottawa Section Treasurer by mail, please notify our Vice/Finance Chair, Kelly, first at ieeorcfinance@gmail.com. **Teams with an outstanding balance on competition day and without a valid excuse for non-payment will not be permitted to compete.**

It is your responsibility to ensure your teams can compete on competition day, as well as to ensure that registration data for your teams are accurate (refer to the [Finalizing Registration Guide](#)). **We highly recommend that you select the no T-shirt, no lunch, and no drink options when there is no student and when students drop out to avoid additional fees and potential billing errors.** Should there be a discrepancy between the number of student names, the sum of students of all gender categories, and the sum of students for all grade levels, base registration and challenge fees will be based on the greatest of the three counts (example below, which assumes early bird registration rates without lunch for 1 challenge), and **no discounts will be applied.**

	Count	Calculated fees
Number of student names	10	\$160
Sum of students for all gender categories	12	\$192
Sum of students for all grade levels	14	\$224

Fee on invoice: \$224

No refunds or adjusted invoices will be issued for any circumstance once invoices are generated. Before sending payment, ensure to check the invoice for billing errors (i.e. miscounted students and/or lunches). Should the IEEE Ottawa Section Treasurer or an ORC executive (i.e. Co-Chair, Vice Chair, or Finance Chair) receive payment equal to the amount on the invoice issued for your teams, this will constitute as your agreement to the accuracy of the invoice.

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

Discounts

Our generous patrons allow us to help more students to participate through the discounts listed below. Some discounts apply to all students, others will apply to specific groups. All fixed discounts (e.g. \$5 off) will be applied prior to percentage-based discounts (e.g. 35% off), unless otherwise specified.

#IBMSTEM4GIRLS Subsidy

The #IBMSTEM4GIRLS Subsidy is aimed at increasing the participation of girls in the ORC. All-girls teams will receive a \$14 discount per student on the team; teams comprised of 75-99% girls will receive a \$8.50 per student discount, and teams comprised of 50-74% girls will receive a \$4 discount per student.

Carleton University Engineering Excellence Subsidy

The Carleton University Engineering Excellence Subsidy aims to promote engineering excellence among high school students. All students attending a high school will receive a 20% subsidy on their base registration fee.

Kits

For Lego challenges, all permitted parts can come from a Lego Mindstorms kit (RCX, NXT, EV3).

For Arduino Challenges, you can purchase and assemble your own robot or purchase a variety of pre-made robots for the LRT Detour Challenge. Otherwise, you may purchase a robotic arm for the Green Arm Challenge.

Lego Mindstorms Software

You can download the Lego Mindstorms EV3 Software [here](#). You will need the EV3 Ultrasonic Sensor Block ([download here](#)) if you program the EV3 Education kit with the EV3 Home Edition software.

Arduino IDE (Programming Software)

You can download the Arduino Integrated Development Environment (IDE) [here](#). Additional libraries to help with the motor control shield for the LRT Detour Challenge are available on our website.

Competition Day

Competition day (**Saturday, May 26th, 2018**) will be held at Longfields-Davidson Heights Secondary School (149 Berrigan Dr.) from about 7:30 am – 5 pm. Competition day will include time to test out robots, round robin tournaments, lunch (optional), elimination rounds, and an awards ceremony.

For more details on competition day, please visit <http://orc.ieeeottawa.ca/competition-day-info>.

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 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 select patrons of the ORC. They will mostly be contacting you to invite you to education events 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
- Team Name
- Gender breakdown of teams
- Grade distribution of teams
- Postal Code
- Other information that would not identify the participants

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 (workshops, work periods, 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.

The ORC is an IEEE Ottawa Section event. IBM is the 2018 ORC's Diamond Patron. IBM and the IBM logo are trademarks of International Business Machines Corp., registered in many jurisdictions worldwide.