



# Competition Day Instructions for Team Supervisors

**Last Revised: May 20, 2019**

## **General Reminders:**

1. The ORC is meant to be a fun event for all, including our volunteers.
  - a. 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, building, and/or answering questions from judges.
  - a. We may disqualify teams as a result of such help.
  - b. **During team interviews, if any non-team-member (including yourself) speaks on behalf of the team, the team will get a 0 as their final mark with no warning from the judges. Reminder: the interview is worth 30% of their final score.**
  - c. Volunteers will randomly select robots for re-inspection throughout the day.
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. Submit their signed [release form](#) to you for competition day.
  - b. Check out our website at <http://orc.ieeeottawa.ca/competition-day-info> for the competition day checklist and instructions.
  - c. Re-read the most up to date rules on our website a few days before the competition.
  - d. Remember their team number, team name, and presentation location and time.
2. If you chose to pay your registration fees by credit card, ensure you pay for them through our [secure payment portal](#) before competition day. Otherwise, if you are mailing a cheque to Kelly, please make sure to email her at [ieeeorcfinance@gmail.com](mailto:ieeeorcfinance@gmail.com).

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

1. At least one team supervisor for all your school's/community's teams must check-in with Kelly by 9 am.
  - a. Submit:
    - i. Payment (if applicable)
      - No change will be made, or refunds will be issued for overpayment. They will be considered donations.
    - ii. [Release forms](#)
  - b. You will receive your supervisor T-shirts at this time.
  - c. **If you fail to check in by 9 am, do not submit all release forms, and/or do not submit payment by 9 am (unless otherwise authorized by Kelly), we will remove your teams from the schedule (even if your teams check in).**
2. If you have any teams that 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 across from ILG with a few assistants (not all your students) starting 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 water with a list for all lunches for all your teams. You will be responsible for distributing lunch to the correct person.
4. Go to your teams and distribute lunch.

**At the End of the Day:**

1. Please pack up and clean up any messes that were made.
2. If you have been eliminated from your challenge(s) early, please stay until the end of the day and check out our exhibitors!
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.