



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 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. Supervisors must not directly help teams complete competition requirements. Below are a few examples of 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 that do not directly lead to the answer (i.e. "What should your robot do here?", "Which sensor detects distance?")
- Clarifying explicit rules (i.e. "The da Vinci challenges' theme is ____.", "You must wait 3 seconds before moving for sumo.")
- 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 where questions regarding strategy have very direct answers (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. **The ORC Co-Chairs and Vice Chairs may apply additional disciplinary action.**

Contacts for Inquiries

Type of Inquiry	Name of Contact	Email
Lego Challenge Rules, Lego Interview	Adrian	orclego@gmail.com
Arduino Challenge Rules, Arduino Interview	Matilda	orcarduino@gmail.com
Micro:bit Challenge Rules, Micro:bit Interview	Amy	orcmicrobit@gmail.com
Billing, fees, payment, etc.	Kelly	ieeeorcfinance@gmail.com
All other inquiries	ORC Committee	orcinfo@ieeeottawa.ca

Important Dates

Event	Date & Time	Location
Registration Opens	March 1, 2020	Online at http://orc.ieeeottawa.ca/competition
Last day to register all your teams	Apr. 10, 2020	
Work Period #1	TBA, 2020 10 am – 3 pm	University of Ottawa, SITE (800 King Edward Ave.), Rooms TBA
Work Period #2	TBA, 2020 10 am – 3 pm	
Attendance, lunch order, and T-shirt order confirmation due	May 10, 2020 11:59:59 pm	No changes will be allowed after this deadline.
Payment due	May 30, 2020	
Competition Day	May 30, 2020 8 am – 5 pm	Earl of March Secondary School (4 The Parkway, Kanata)

Team Requirements

All teams must have 2 to 8 members, may register in up to 2 challenges and must have one robot per enrolled challenge (i.e. 2 challenges = 2 robots). Teams must be ready to split up on competition day if they are in two challenges to avoid forfeiting their turn to compete. Additional fees will apply for a second challenge. Judges will interview all teams. Challenges can be found on the ORC website under the Challenges menu.

We encourage team supervisors who are registering more than one team to diversify the challenges in which their teams will participate in. We reserve the right to ask you to remove or change challenges.

Registration

Supervisors must register themselves and their teams at <http://orc.ieeeottawa.ca/competition/>. Below are instructions for common registration procedures. You are responsible to obtain a signed [release form](#) from each participant, including for those who have previously competed. 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).

Add a student

Should a student decide to join, please use the edit link for the team they are joining and add their name, T-shirt, and lunch order. **No students may be added past the registration deadline.**

Dropping a challenge

Before the May 10th deadline, simply click on your registration link and uncheck the corresponding challenge. After this deadline, please send us an email at orcinfo@ieeeottawa.ca with the team name and challenge they would like to drop. Furthermore, there will be **no fee adjustments, and teams cannot switch challenges.**

Dropping a student

Use the edit link for the team they are on and remove their name, select no T-shirt, and select no lunch option. You may have to move another student's registration details to ensure a valid team registration. **Please note that so long as there is any text in any student name field, you will be charged fees. All students dropped after the May 10th deadline will still be charged.**

Dropping a team

Should a team decide to drop out of the competition, please let us know at orcinfo@ieeeottawa.ca with the team name. **If the team drops out after the May 10th deadline, no refunds will be issued, and the team cannot re-enter the competition.**

Work Periods

At work periods, the ORC committee will go over rules, and students can 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

For Lego Mindstorms EV3 kits, please contact us at orcinfo@ieeeottawa.ca.

Competition Fees

Description	Fee
Base student registration	\$30 per student
Add a second challenge	\$5 per student
Slice of pizza (Max. 2 slices, no drink included, applies to both students, team supervisors, and parent volunteers*)	\$3.50 per slice
ORC T-shirts (parent volunteers* only)	\$10 per shirt
Outstanding balance from any ORCs	Registration is cancelled until previous balances are received. A \$20 administrative fee applies.
Credit card payment fee (full details below)	3.5% + \$0.50 or 10% + \$1

*Parent volunteers do not act as a team supervisor but who may be present on competition day to assist with the supervision of teams or support their children. Their T-shirt and lunch order will be billed on the same invoice as the registration it is associated with.

Within one week after **11:59 pm on May 10th, 2020**, an invoice will be sent to all teams. **No changes to teams, team supervisors, or parent volunteers will be permitted after this deadline.** If you find out your team is unable to compete after 11:59 pm on May 10th, full payment is still required, and you have until noon on competition day (**May 30, 2020**) to pick up their certificates and T-shirt. Otherwise, you will forfeit both these items. Payment will be due for competition day.

All fees can be paid for by cheque, cash, or credit card. Credit card payments will be subject to a transaction fee of 3.5% + \$0.50, except in the case described below. If you are mailing your payment to our Vice/Finance Chair rather than paying on competition day, please email us at ieeeorcfinance@gmail.com. **Teams with an outstanding balance on competition day and without having notified us ahead of time will be asked to make a credit card payment at the competition, with a 10% + \$1.00 surcharge. If payment cannot be completed on the spot, your teams will not be allowed to participate.**

It is your responsibility to ensure that your teams can compete on competition day, as well as to ensure that registration data for your teams are accurate. **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 or subsidies will be applied.**

Example Responses	Count	Calculated fees
Number of student names	10	\$250
Sum of students for all gender categories	12	\$300
Sum of students for all grade levels	14	\$350

Fee on invoice: \$350

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.

Please contact Kelly at ieeeorcfinance@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.

Exact discounts to be announced.

Kits

An EV3 brick is mandatory for all robots in our Lego challenges. Otherwise, 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.

Please see the Micro:bit challenge rules for information on the kits and equipment that is allowed.

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.

Micro:bit

Check out <https://microbit.org/get-started/first-steps/set-up/> to see setup instructions.

Competition Day

Competition day (**May 30th, 2020**) will be held at Earl of March Secondary School from about 8 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

Our policy regarding information collection and use can be found [here](#).

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.