



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, while adhering to our [COVID-19 guidelines](#). 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 leadership team may apply additional disciplinary action.**

Contacts for Inquiries

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

Important Dates (2022)

Event	Date & Time	Location
Registration Opens	Feb. 21	Online at http://orc.ieeeottawa.ca/competition
Last day to register all your teams	Apr. 8	
Work Period #1	TBA	Online, details to follow.
Work Period #2	TBA	
Final registration due	May 6 11:59:59 pm	No changes will be allowed after this deadline.
Code, Presentation Video, and Report Submission Deadline	May 14 10:00:59 pm	Online submission form, details to follow.
Payment due	May 27	
Competition Day	May 28	Online, details to follow.

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 submit all required materials as per deadlines for all challenges, regardless if they are competing in 1 or 2 challenges. Additional fees will apply for a second challenge. Challenges can be found on the ORC website under the Challenges menu.

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. **No students may be added past the registration deadline.**

Dropping a challenge

Before the May 6th 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. 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 6th 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 6th 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. Details about work periods will be released as we get closer to each one.

Fees & Payment

Kit Fees

For Lego Mindstorms EV3 kits, please contact us at orcinfo@ieeeottawa.ca. For Arduino kits, you can purchase a MakeBlock mbot from many online retailers ([Amazon](#), [RobotShop](#), [Spectrum-Nasco](#)). The Micro:bit robot can be programmed virtually (see the Micro:bit challenge instructions). A physical Micro:bit can be obtained through many retailers ([Amazon](#), [buyapi.ca](#), [RobotShop](#), [Spectrum-Nasco](#)).

Full disclosure: Spectrum-Nasco is an ORC patron that provides ORC with some of its prizes and subsidizes EV3 kits. The ORC does **not** earn any commission when you order using the links above.

Competition Fees

Description	Fee
Team registration (1 challenge)	\$16.50 per team
Team registration (2 challenges)	\$27.50 per team
Administrative errors (number of student names mismatch with number of students by gender and/or grade)	\$20 per team
Outstanding balance from any ORCs	Registration is cancelled until previous balances are received. A \$20 administrative fee applies.

Within one week after **11:59 pm on May 6th, 2022**, 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 6th, full payment is still required by **May 27, 2022**.

All fees can be paid for by cheque or credit card. If you are mailing your payment, please email us at ieeorcfinance@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, with a 10% + \$1.00 surcharge. If payment is not received before the final scores are tallied on competition day, your teams will not receive their prize even if they win.**

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. 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, additional fees will apply, and **no discounts or subsidies will be applied.**

Criterion	Team #1	Team #2	Team #3
Number of challenges	2	1	2
Number of student names	2	4	3
Sum of students for all genders	4	4	6
Sum of students for all grades	2	4	2
Team registration fee	\$27.50	\$16.50	\$27.50
Administrative penalty	\$20	\$0	\$20

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. miscouted students). 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 should purchase an MakeBlock mBot for best results.

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 28th, 2022**) will be held online. Competition day will feature a video compilation of the runs for each challenge followed by a closing ceremony. More details will be provided as we approach competition day.

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 the 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.