



Competition Day Instructions for Team Supervisors

Last Revised: May 14, 2023

General Reminders:

1. The ORC is meant to be a fun event for all, including our volunteers.
 - a. Harassment in any form 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 should bring or purchase their own. You are free to order delivery.
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. Kelly will try her best to circulate, but **she 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. Please ensure payment is done in accordance with instructions on the invoice. If you have any questions, please email Kelly at ieeorccp@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 8:45 am.
 - a. Submit:
 - i. Payment (if applicable)
 - No change will be made, or refunds will be issued for overpayment. They will be considered to be gratuity.
 - ii. [Release forms](#)
 - b. You will receive your supervisor T-shirts at this time.
 - c. **Unless otherwise instructed, If you fail to check in by 9 am, do not submit all release forms, and/or do not submit payment by 9 am, 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 near the registration table when announced. You will need the primary supervisor's name and their email address. You are encouraged to bring a few students with you to help, as we will **not** be providing bags.
3. 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.