

NCOM State Finals Tournament
Tournament Information, Rules and Procedures
Appalachian State University (ASU)
Boone, NC
April 17, 2004

COACHES: YOU MUST CAREFULLY READ AND PRINT OUT THE ENCLOSED INSTRUCTIONS AND MATERIALS. PLEASE BE AWARE THAT SOME RULES HAVE CHANGED FROM PREVIOUS YEARS, AND WE ALSO HAVE POLICIES AND PROCEDURES THAT ARE UNIQUE TO OUR STATE TOURNAMENT COMPETITION SITES.

PLEASE CHECK THE NCOM STATE TOURNAMENT WEB SITE REGULARLY FOR NEW AND UPDATED INFORMATION.

ODYSSEY OF THE MIND
State Finals Tournament
Events Schedule and Locations
April 17, 2004
Appalachian State University (ASU)

7:00-7:30am	Judges Check-in <i>Fantastic Art, Balancing Act, Featured Creature Envirover, Strategy Sphere, Spontaneous</i>	<i>Holmes Convocation Center Hospitality Room Varsity Gym Hospitality Room</i>
7:30am 7:45am	Spontaneous Judges Report Long Term Judges Report as Follows: Envirover Strategy Sphere Classics...Fantastic Art Balancing Act Featured Creature	Duncan Hall Varsity Hall Competition Site Varsity Hall Competition Site Holmes Convocation Center Rm. 62 Holmes Convocation Center Arena Holmes Convocation Center Arena
8:00am-11:00am	Team Registration <i>Classics...Fantastic Art, Balancing Act and Featured Creature Envirover and Strategy Sphere</i>	Holmes Convocation Center Varsity Gym
8:55am-3:00pm	Competition <i>Envirover All divisions Strategy Sphere All Divisions Classics...Fantastic Art Division 1 Classics...Fantastic Art Division 2 Classics...Fantastic Art Division 2 Balancing Act Featured Creature All Divisions</i> <i>Spontaneous Check-in</i>	<i>Varsity Gym Broome Kirk Gym Holmes Convocation Center Rm. 013B/C Holmes Convocation Center Rm. 015B Holmes Convocation Center Rm. 062 Holmes Convocation Center Arena Holmes Convocation Center Arena</i> <i>Duncan Hall</i>
8:00am-4:00pm	Food / Concession Sales	<i>Holmes Convocation Center Trivette Hall Welborn Cafeteria</i>
9:00am-4:00pm	Souvenir Sales	<i>Holmes Convocation Center Varsity Gym</i>
3:00pm-5:00pm	Pre-awards Entertainment 3:00 pm <i>Horn in the West (dramatization)</i> 3:20 pm <i>Three Hoots and a Holler (music)</i> 3:50 pm <i>Elizabeth Hardy (storytelling)</i> 4:10 pm <i>Rob Jackson</i>	<i>Holmes Convocation Center Arena</i>
5:00pm-6:30pm	Awards Ceremony <i>Opening remarks Introduction of guests/sponsors Dr. Ken Peacock, Chancellor Elect-ASU Dr. Bobbie Short, Superintendent Watauga County Schools Mr. Joedy Eller, Chair of the Board of Directors, Boone Area Chamber of Commerce.</i> <i>Scholarships OMER Awards Ranatra Fusca Tournament Results</i>	<i>Holmes Convocation Center Arena</i> <i>Dave Asher Dave Asher Jeanette Casat Dick Raley</i>

2004 NCOM STATE FINALS TOURNAMENT INFORMATION

Tournament officials are doing everything possible to make each team's day an enjoyable experience.

In the event of inclement weather, the tournament will be held the following day on April 18th. Please refer to the state web at <http://www.ncom.org> for current information.

Thank you, Appalachian State University and the Boone Chamber of Commerce.

They have graciously donated the use of their facilities and we are their guests. PLEASE...

- **Keep the grounds and facilities clean. Put your trash IN trash cans.**
- **Do not put tape on walls, slide props on floors, use furnishings, or in any other way damage the facilities.**
- **Leave the space you use picked up, clean, and as you found it.**
- **After the last team has performed at the Long Term competition sites, we request that audience members help us put the site back in order. Thank you.**

Tournament judges and officials have been instructed to give Unsportsmanlike Conduct penalties to teams that do not clean up or cause any damage to the campus facilities.

Maps

Directions to ASU, a campus map, Site Diagrams including Load/Unload Zones and Parking Lots will be on the State Tournament Link on the NCOM web page at <http://www.ncom.org>

Schedule

The Tournament Events Schedule & Locations and Team Long Term & Spontaneous Times will be on the State Tournament Link on the NCOM web page at <http://www.ncom.org>.

ASU and Boone Information

The Appalachian Office of Admission will be open from 9 am to Noon on Saturday, April 17. Student interested in learning more about Appalachian and the admission process are encourage to contact the Admission Office by calling 828-262-2120 to arrange an appointment. The office is located in the John Thomas Student Services Building adjacent to the Holmes Convocation Center.

All dorms are off-limits.

There are ATM machines on the north side of River St., half way between Holmes and Varsity Gym. Food and Drinks are not permitted in the competition sites. Food and Drinks are allowed and will be sold in concession stands on the concourse of the Holmes Convocation Center. You can also use this time to visit the sights in Boone.

Emergency Number

Please call the ASU Campus Police at 828-262-8000 in the event of a family emergency. In order for tournament officials to locate the person, the caller must give the following information with their message: 1) OOTM membership name, 2) Name of school, 3) Name of coach, 4) Name of problem that the student/coach is competing in.

First Aid or Minor Medical Care

Medical personnel will be on staff at Holmes Convocation Center.

Medical Emergency or Other Emergency Situation

In the event of an emergency, call the campus police on 1-828-262-8000 or 911.

Lost and Found

Please turn in found items to the Souvenir Stand in Holmes Convention Center. Items remaining after the Awards Ceremony will be taken to the ASU Lost and Found.

Registration

You **must** register your team between 8:00am and 11:00am. Registration for Classics...Fantastic Art, Balancing Act and Featured Creature is in on the concourse of Holmes Convocation Center. Registration for Envirover and Strategy Sphere is in Varsity Gym. The Head Coach should pick up and sign for the team's packet. Please plan to arrive in plenty of time to register, locate sites, and make preparations for competition.

Food

Breakfast, lunch, snacks, and drinks will be available at concession stands in Holmes Convocation Center, Trivette Hall, Welborn Cafeteria and the numerous restaurants in Boone within walking distance or a short drive. **FOOD AND DRINKS ARE NOT PERMITTED IN COMPETITION SITES.**

Souvenir Sales

OOTM and NCOM Souvenirs will be for sale in the souvenir stand on the concourse of Holmes Convocation Center and in the lobby of Varsity Gym. Pins, shirts, caps, visors, beanie hats, Omer puppets, and backpacks will be for sale. Prices range from \$2 – \$6 for pins, \$12 – \$30 for shirts. Sale proceeds will benefit NCOM teams.

Tournament Judges and Officials

We will have experienced and well-trained judging teams who are looking forward to evaluating and enjoying your team's creative solutions. A number of experienced judges are back this year who previously judged at regional, state, and world competitions. Our tournament judges and officials are volunteers who give many hours of their time in order to have tournaments. Our problem judges work very hard at being fair and consistent in their scoring of the problem's criteria. Sometimes a mistake is made. If brought to our attention, officials will make every effort to correct the mistake. Every judge, official, and coach, no matter what happens, should be treated with respect and civility. Unsportsmanlike conduct exhibited by parents or supporters may result in a penalty to your team. Coaches, please be sure that your parents and supporters understand that only you may speak on behalf of the team to the Problem Captain and/or Head Judge.

AWARDS CEREMONY

The Awards Ceremony will begin promptly at 5:00 pm, and we ask that all visitors be seated no later than 4:30 pm. But feel free to come early and enjoy the entertainment we've planned, which starts at 3:00 pm.

We've set aside plenty of seats, but please allow the team members and coaches to sit in the lower levels.

Be aware that we can have occasional delays at competition sites and in the score room. If we're running late, it's because we want to be fair and thorough in judging the last as well as the first teams. It's a good idea to prepare your team and supporters so they are not disappointed in case the tournament or sites run behind schedule.

Out of courtesy for all the teams that have competed, we ask that you plan to stay for the entire ceremony.

Awards

Awards will be given to First, Second, and Third place in each problem and division. Ranatra Fusca Creativity Awards will be given to teams or individuals for exceptional creativity or risk-taking. OMER's Award may be given to anyone whom tournament officials feel exemplifies the spirit and philosophy of Odyssey of the Mind. This award may also be given to a team or team members whom the judges deem exceptionally talented or skilled. This award will be given based on competition day performances or activities.

First and second place teams will advance to the Odyssey of the Mind World Finals May 29 - June 1 at the University of Maryland. Teams that receive a Long Term Ranatra Fusca Award will be invited to World Finals. Coaches of teams advancing to World Finals need to meet with NCOM officials to obtain your World Finals information packet. Please meet in the front of the gym 15 minutes after the conclusion of the Awards Ceremony. **Your MUST notify us right away if your team does not plan to go to World Finals.** Teams (especially 3rd place teams) should hold on to props in case we later determine that your team may advance to World Finals.

Results

Finals scores for your problem will be distributed in the arena at the conclusion of the Awards Ceremony. Your team registration packet will include a coupon to exchange for the results from your problem and division. To avoid a crush of people, please have only one coach get the results for your team. The results will also be posted on the NCOM website – <http://www.ncom.org>

Score Sheets Returned – TURN YOUR REQUEST IN AT SPONTANEOUS CHECK-IN

If you wish to receive your team's master style score sheets, spontaneous score sheets and other tournament material in the mail, please bring a self-addressed, stamped #90 envelope (9" X 12"), with the name of your school, membership number, problem and division clearly written on the back of the envelope. **Please turn this envelope in at the Souvenir Stand in Holmes Convocation Center.** Your Master Style and Spontaneous Score sheets will be returned to you within 2 weeks.

Coaches: YOU MUST print out all tournament information, bring with you to tournament and make copies of the information for your team members and their families.

Questions??

Contact the Tournament Director, David Asher 336-524-9228 dasher@triad.rr.com or the Association Director, Dick Raley 1-704-544-1363 rraley@bellsouth.net. All tournament information will be on the NCOM web page – <http://www.ncom.org>. On the Home page, go to the State Tournament Block.

GOOD LUCK! HAVE FUN!

Thank you so much for the time, energy and talents you give to make this program possible for our children! We wish your team an enjoyable, memorable Odyssey of the Mind experience!



David Asher
Tournament Director

2004 NCOM STATE FINALS TOURNAMENT TOURNAMENT RULES AND PROCEDURES

Tournament officials wish to emphasize the following rules and procedures that will be in effect for the NCOM State Finals Tournament. We realize this is a lot of information. However, **it is important that you read these rules carefully and follow the procedures outlined.** We hope the information will be helpful in planning your day and making the competition go as smoothly as possible for your team. We appreciate your cooperation.

Teams and coaches must use the Problems, the Odyssey of the Mind School Program Guide and the General Competition Rules, Problem Procedures, and Problem Clarifications to solve the problem and prepare for competition. The Problem Procedures and General Clarifications are also posted online at the Odyssey of the Mind web site <http://www.odysseyofthemind.com>.

Learning and practicing good sportsmanship and manners are an important part of the OOTM experience. Please discuss this thoroughly with your team, family members, and supporters. Remind them that they are representing their school and positive and/or negative behavior by one member will reflect on all. Be courteous to the teams competing. Be quiet in competition areas and do not run around. In keeping with the spirit of OOTM, we need to keep in mind that only a few teams emerge as state champions. ALL TEAMS PARTICIPATING ARE WINNERS because of the effort and skill it takes to put together a problem solution capable of being presented at competition.

Each team must have a coach who is 18 years of age or older at competition. If the coach cannot attend, please contact David Asher before competition to designate an adult age 18 or over to serve as coach and represent the team. (If Div. III teams want to designate a team member as coach, that student must be age 18 or over.)

Team members must be with a coach or adult chaperone age 18 or older who is responsible for the students at all times. You will have a lot of waiting time during the day. Use it to observe other competitions. Team members may wish to bring a book, cards, or quiet electronic games to help pass the time. You can also use this time to explore the downtown area in Boone which is a short walk away.

Security is difficult when dealing with this many people. Although OOTM participants are among the most honest folks around, please encourage your students to leave valuables, props, and problem solutions locked in vehicles until needed. Teams leaving personal items, props, and equipment in the prop or pre-staging rooms, sites, hallways or bathrooms do so at their own risk. We will not be responsible for lost, stolen, or damaged articles.

Competition sites, unless the building or room is locked, may be available for preview on Friday evening. Teams may not practice on the competition performance area. Registration packets will not be available Friday evening. Please do not ask anyone except OOTM officials any competition, problem or site questions. The staffs at the campuses do not know OOTM rules and cannot answer your questions.

Parking Regulations

When you arrive, please park your vehicle in the parking lots indicated on the maps. Campus Security will enforce parking regulations. Do not park in Load/Unload areas for competition sites. Please do not leave any trash in any of the parking lots.

Registration

The team's head coach should pick up the Team Registration Packet containing participation certificates, programs, coaches' badges, and other tournament information. The coach will be asked to sign for the packet. It is our way of knowing that you have arrived and who has the packet. If the coach has not picked up the registration packet, we assume the team is not coming and notify the judges not to look for that team. **Please leave your props and costumes locked in your vehicle until it is time to prepare for your performance. You may temporarily park in the Load/Unload Zones for your competition site only when unloading and loading your competition "stuff".**

LONG TERM PERFORMANCE PROCEDURES:

It is important that you carefully read the Procedures for your Problem -

<http://www.odysseyofthemind.com/newslettermaterials/fall2004.php>

Balsa Structures must be checked and weighed—in one half hour before the scheduled long term time. Two members of the structure team, including the structure builder, should report with the structure to the problem site weigh-in table. If time permits the team may make corrections of any infractions. Approved structures will be kept in a sealed bag/box or placed in the team's own protective container (if provided and if it can be sealed) at the Weigh-in site. The bag /container must remain sealed with the attached Weigh-in sheet until presented to the Staging Area Judge. Safety goggles must be worn by team members placing weights within the safety zone. Caution: Team members must be very careful moving around the tester and weights.

Coaches, please remind your team and supporters that fixing hair, make-up, costumes, etc. by any person other than a team member is considered Outside Assistance. Teams may receive substantial penalties for this violation of the rules.

Video Cameras and Flash Photography

Video will not be used to make judging decisions. Video cameras may be used during competition if:

- They are used with the permission of the team and coach.
- They are used without extra lights.
- They do not disturb the competition in any way.
- They always stay outside the competition boundaries.

Flash cameras may not be used during performances unless the team/coach has given permission.

Props should be removed from the schools as soon as possible after the Long Term performance. Please take all props home. We can not dispose of them for you. **Please help our clean up crew by leaving the areas used by your team clean and picked up – especially the prop and pre-staging rooms. All trash should be put in trash cans!**

Only coaches may discuss an issue with the Head Judge/Problem Captain at the Long Term and Spontaneous sites. A coach may only discuss issues about his/her own team and may not question judges regarding another team's solution. Outside assistance, irregularities, and penalties may only be reported by tournament officials and judges.

Tribunal Procedures

When the long term score is ready, the Head Judge will review the raw scores with the coach. The Head Judge will give the coach the pink copy of the score sheet, record the time, and ask for the coach to initial the time. After reviewing the scores with the team, the coach should go back to the Head Judge within 30 minutes to discuss any additional concerns or questions. Only coaches may discuss a ruling with a Head Judge. No parents, team members, or spectators may confront a judge or official. If the discussion with the Head Judge becomes lengthy, the Head Judge will turn the problem over to the Problem Captain. This is so the Head Judge can go back to judging the competition and the tournament can stay on schedule. The Problem Captain will try to resolve the issue with you. **If the issue cannot be resolved and the coach feels a rule has not been interpreted correctly or feels that correct procedures were not followed, the coach may request a tribunal. Please note: The tribunal will only formally convene when a rule interpretation or procedure question is involved. Judgment calls and subjective decisions of the judges are final and not subject to tribunal review.** The tribunal's decision is final and will be relayed to the coach.

Problem Clarifications

Clarifications for all problems are available at <http://www.odysseyofthemind.com/clarifications.php>. **General Problem Clarifications PUBLISHED on the Odyssey of the Mind web site will be in effect for the State Finals Tournament.** If your team has a reply to a specific clarification they requested from OOTM National, it must be presented to the judges before competition begins or it may not be considered when scoring your team. It is the coach's responsibility to obtain clarifications. Clarifications supercede your Long Term problem's rules and they take precedence over the General Competition Rules published in the *Program Guide*.

Spontaneous Competition:

It is important that you carefully read the Spontaneous Procedures –
<http://www.odysseyofthemind.com/newslettermaterials/fall2004.php>

ALL team members should report to the Spontaneous Check-in 15 minutes before you are scheduled to compete. The team will be given a Spontaneous Card at Check-in that should be turned in to the Head Judge at your competition site. This is to insure that the right team is at the right Spontaneous problem/division. If your Long Term site is running behind schedule or you do not have enough time between Spontaneous and Long Term, please do not panic! If possible, send someone to let Spontaneous know of your situation. The team should check-in as soon as possible. We will work you into the Spontaneous schedule.

Do not allow your supporters to go to the Spontaneous Check-in site with the team. The Spontaneous Check-in area may be congested and we need to be QUIET in this area. Your parents and supporters may meet the team afterward at a location you have designated.

IMPORTANT. KEEP THE SPONTANEOUS PROBLEM A SECRET! Every team in your problem/division will have the same spontaneous problem and it is very likely that teams in another long term problem may have the same spontaneous problem. TEAMS MUST NOT REVEAL OR DISCUSS THE NATURE OF THE SPONTANEOUS PROBLEM TO ANYONE UNTIL AFTER THE AWARDS CEREMONY. If you discuss the problem, other teams may inadvertently overhear your conversation. Since we often use the same problem for several divisions or problems, you never know who should not hear any information about your spontaneous problem. Your team can be heavily penalized or disqualified for this violation. **Please be aware that all association tournaments in the US will be using the same problems.** With the use of electronic communication, it is more likely that the content or solution of a problem could be revealed to someone on a team in another state or association who has not yet had their competition.

Please tell your students NOT to discuss the spontaneous problems on national computer bulletin boards or the Internet.

Quiet Zones

Please be especially QUIET...

- When entering competition buildings. Noise will carry and disturb these sites.
- Outside competition sites and spontaneous check-in. Noise in the hallway does carry through closed doors.

General Competition Conditions

- Teams should be prepared to perform on any floor or surface.
- Floors must not be damaged. Judges will stop any activity they believe will damage the floor.
- Teams may not use walls, curtains, furnishings etc., at the competition sites in their problem solutions!
- Teams should remember that conditions at the competition site (such as team or audience noise in the gymnasium) may affect the quality of their problem solutions and should prepare accordingly.

TEAM COMPETITION CHECK-LIST

Use this check-list to be sure you bring everything required for competition.

Each team must have the following items:

- _____ THREE COMPLETED copies of the Style Form.*
- _____ Completed Materials Value Form.*
- _____ Completed Outside Assistance Form.* Any Outside Assistance must be explained on the form
- _____ The reply to any Team-Specific Problem Clarifications* your team submitted to OOTM Headquarters. (It is not necessary to provide the clarifications published for all teams in your problem.)
- _____ Two copies of Required Lists* in team specific problems.
- _____ All props, costumes, sets, etc. necessary to complete the problem solutions, except those items listed in the problem under "Tournament Director Will Provide."
- _____ Any items listed in the problem, clarifications, or *Program Guide* General Rules that the team must provide.
- _____ Membership card (or photocopy) to verify your membership name, number and that you have paid for the membership. The card will be requested if the information on your membership sign or paperwork differs from the information provided by OOTM Headquarters.

Recommended items include:

- _____ A "Fix-it" Box for last minute repairs - with string, wire, duct tape, scissors, glue or glue gun, needle and thread, extra batteries, etc.
- _____ Coaches' Survival Kit!

* KEEP EXTRA COPIES OF ALL COMPLETED PAPERWORK!