TOURNAMENT FORMS INFORMATION

NCOM Eastern Region, 2016 Coaches Training

FORMS AT A GLANCE

- ♦ Style—4 copies
- ♦ Team Required List* - 4 copies (*not required for Problem 4)
- ♦ Outside Assistance—1 copy
- ♦ Cost – 1 copy and any receipts

Below is some general information about the forms that Div I, II, and III teams must prepare in advance and bring to their long-term problem presentation at the regional tournament in March. Primary teams are strongly encouraged to complete these forms as well! Div I and Primary coaches may act as scribes in completing the forms; Div II and III team members must complete the forms themselves.

In addition to the number of copies listed for the judges (which will not be returned), teams should keep at least one extra copy of each form for their future reference. Any Div I, II, or III team that has received a private clarification from CCI also should bring a copy of their clarification for the judges.

I. WHERE TO FIND FORMS

www.odysseyofthemind.com
-Choose "Member Area"
-Enter your Member # and Member Zip Code
-Choose "Forms and Problems"

You will see that the 2017 Team Required List Forms (for Problems 1, 2, 3, 5, and Primary) are not yet online, so we have included a screenshot from 2016 to show where they will be later this season.

Note that there is a Word option for the Style form and an Excel option (a big time saver!) for the Cost form.

II. STYLE FORM

- ⇒ Teams should bring 4 copies.

- ⇒ Categories 1 and 2 should be filled in based on the requirements in Section F of your Problem. For example, in Problem 5, the first required style item is "Creativity of a special effect used in the confrontation" so Problem 5 teams should fill in Style Category #1 with that language, except substituting an identification and/or description of their special effect for the words "special effect."

- ⇒ Categories 3 and 4 can be any items, parts, or aspects of the team's solution *which are not already scored as problem elements in Section D of your Problem.*

- ⇒ Teams should be clear about which item, part, or aspect they want to have judged for each free choice element.

- ⇒ A team's ideas about Style often take time during the season to develop, but should not be put off until the last minute or otherwise treated as an afterthought.

III. TEAM REQUIRED LIST FORM (for all problems except Problem 4)

Furs, Fins, Feathers & Friends   Team's Required List Form

1. Membership Name: _____
   Number: _____ Division: I   II   III   IV (circle one)
2. The three animals selected for the required characters:
   Animal #1: _____
   Animal #2: _____
   Animal #3: _____
3. A brief description of the three problems the animals will encounter (B6e) in the order they will be presented:
   1st problem encountered: _____
   2nd problem encountered: _____
   3rd problem encountered: _____
4. A short description of the door and the three different explanations: _____
5. When each required emotion will be displayed and which required animal(s) will show it:
   1st emotion: _____
   2nd emotion: _____
   3rd emotion: _____
6. When in the performance the song and dance will occur: _____
7. The Sound scored in F1: _____
8. The signal our team will use to indicate we have finished our performance is:

⇒ Teams should bring 4 copies.
⇒ Problem 4 teams do NOT use this type of form. Problem 1, 2, 3, 5, and Primary teams DO.
⇒ This form helps the problem judges understand the team's solution and judge accurately. Judges have limited time to read before each performance so it is helpful for teams to be <u>concise</u>!
⇒ Section H.2. of each problem (except #4) references the list of items that will be included on this form. Teams may make their lists on any paper as indicated, but using the form helps judges find your information quickly.
⇒ This form also is a good double-check for teams as they are working on their solution. It may help them realize if they have gone off track or forgotten a major element. <u>It is not a complete checklist, however, so teams should continue to review their Problem materials!</u>

IV. OUTSIDE ASSISTANCE FORM

Outside Assistance Form

Long-Term Problem _____ Division _____
Membership Name _____ Membership Number _____
City _____ State/Prov. _____ Country _____

We understand that it is against the rules for anyone other than the team members to design, build or present the long-term problem solution.

We understand that any team member who was ever on our team must remain on our roster and will count as a team member.

We realize that we may get instruction in various areas of design and construction or in performance techniques, but know that these instructions may not be specific to the long-term problem solution. By signing below, we testify that we have followed all of the rules regarding outside assistance. If there are any exceptions, we have listed those.

WE HAD HELP WITH: (Please describe any assistance with **your specific problem solution** if you had any. State **NONE** if no assistance was received. Also, please list names of former team members no longer on your team (if the roster exceeds seven) and when they last worked with the team.

Coach # 1 _____
Coach # 2 _____
Coach # 3 _____
Team Member _____ Team Member _____
Birthday: _____ Grade _____ Birthday: _____ Grade _____
Team Member _____ Team Member _____
Birthday: _____ Grade _____ Birthday: _____ Grade _____
Team Member _____ Team Member _____
Birthday: _____ Grade _____ Birthday: _____ Grade _____
Team Member _____
Birthday: _____ Grade _____

Note: This form may be photocopied or scanned into a computer, but it may not be altered in any way.

⇒ Teams should bring 1 copy.
⇒ Teams should describe any Outside Assistance they received, or write "none" if applicable.
⇒ All team members and coaches sign as indicated.
⇒ The prohibition against Outside Assistance in the long-term problem solutions is integral to ensuring a fair competition between children and to allowing them the pride and self-confidence that can come only from their own work. Coaches should use this form to both discuss and model the importance of integrity.

V. COST FORM

COST FORM

Team members must complete this form and list all items used in the presentation of their problem solution, including those exempt from cost and assigned a value. Adults may help fill it out for Division I team members only. Do not include sales tax.

Long-Term Problem: _____ Division: _____
Membership Name: _____ Membership #: _____
City: _____ State/Prov.: _____ Country: _____
Judge(s): _____

Name of Item (e.g. wood, fabric, etc.)	Used For (e.g. costumes, props, all areas, etc.)	Value (used value)
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.
8.	8.	8.
9.	9.	9.
10.	10.	10.
11.	11.	11.
12.	12.	12.
13.	13.	13.
14.	14.	14.
15.	15.	15.
16.	16.	16.
17.	17.	17.
18.	18.	18.
19.	19.	19.
20.	20.	20.

TOTAL VALUE OF MATERIALS USED: $ -

⇒ Teams should bring 1 copy, with any receipts stapled to it.
⇒ **See pages 47 to 49 of the Program Guide** for rules and explanations regarding costs, especially regarding which items should be listed at their actual cost, which have assigned values, and which can be listed as zero values (exempt).
⇒ Note that the cost limit for each problem is the total value of the materials used <u>during the presentation at the tournament.</u> Discarded items (trial and error) and unused parts (the leftover 1/2 roll of duct tape) don't count.
⇒ Keeping track of materials, expenses, and any receipts as they go along will help teams avoid unnecessary last-minute stress in pulling together this information!