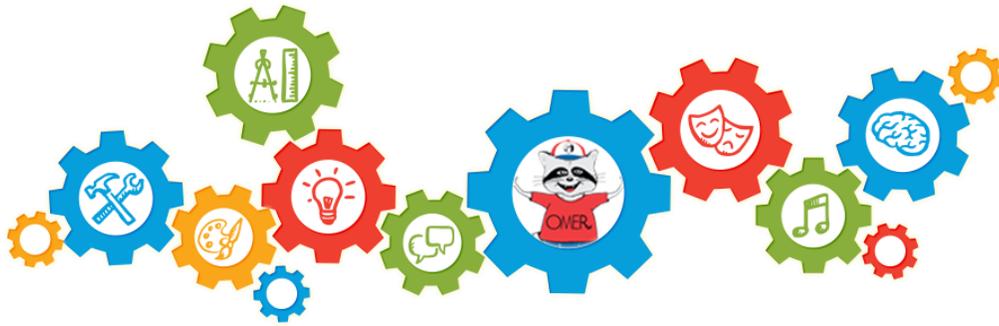


# SoCal Odyssey of the Mind Policy Handbook For Coaches



# **Article I. CAS OotM Program Conduct**

## ***Section I.01***

### ***Section I.02      Expectations***

Conduct of every CAS OotM participant, as part of an official Odyssey activity, reflects on the entire team, membership, CAS OotM, and the Odyssey of the Mind Program.

CAS OotM and Odyssey of the Mind expect that teams, coaches, supporters, volunteers and officials will conduct themselves, when involved with Odyssey of the Mind activities, in a manner consistent with the values expressed within the Odyssey of the Mind Program Guide. Most failures to meet expectations can be handled by gentle reminders or through scoring penalties. More serious matters warrant additional disciplinary actions.

Team members, coaches and officials will read, and sign the appropriate form and conduct themselves according to the following codes of conduct (sample forms located in Appendix A):

- CAS Odyssey of the Mind Team Code of Conduct – turned in with other tournament forms at Regional tournament
- CAS Odyssey of the Mind Coach Code of Conduct – collected by each region
- CAS Odyssey of the Mind Officials Code of Conduct –collected by each region

### ***Section I.03      Potential Reasons for Discipline***

Potential Reasons for Discipline are outlined in the Odyssey of the Mind Program Guide “Potential Reasons for Discipline” chapter. While reasons for discipline are not limited to that list, CAS OotM emphasizes that it considers the following Potential Reasons for Discipline:

- Conduct which sets a poor example for other teams or reflects poorly on CAS OotM, such as destruction of property, inappropriate language, inappropriate signs and banners, inappropriate extensive horseplay etc.
- Conduct which is rude or disrespectful of other teams, officials, or volunteers etc.
- Creation and trading of pins, t-shirts, or other paraphernalia that is offensive, violent, or does not follow the guidelines in the OotM program guide.
- Failure to pay all membership and tournament registration fees required for participation in the OotM program by the deadlines provided by National, Association and Regional OotM organizations.

### ***Section I.04 Potential Disciplinary Actions***

Potential Disciplinary Actions are outlined in the Odyssey of the Mind Program Guide and will be dealt with according to guidelines established by the OotM program and the Board of Directors. CAS OotM endorses these potential actions for all of its tournaments and events. Potential disciplinary actions as per Chapter 5 of the Program Guide are:

- Probation
- Suspension
- Disqualification
- Denial of membership or participation

## **Article II. Receipt of Spontaneous & Long Term Raw Scores, Disagreements about Scores**

### ***Section II.01 Spontaneous Scores***

Scores for spontaneous are not available until the final overall calculated scores are released. The total raw score earned during spontaneous competition will be shown, as well as the final calculated score. No spontaneous score sheets will be available to the team.

**Per the Fall 2014 Odyssey of the Mind Newsletter's Spontaneous Procedures Section:**

*"Spontaneous problems are not subject to the grievance process; but if you have a concern, someone from your team should ask to speak to the Spontaneous Problem Captain, who will then speak with the judges and the entire team, if necessary."* To express a concern, the team needs to request to speak to the Spontaneous PC within 30 minutes (schedule permitting) after their spontaneous competition.

### ***Section II.02 Receiving Long-Term Raw Scores***

Every Coach and/or Team Captain (Div. III or IV) has the right to receive a copy of their long-term scores. Those scores will be available approximately 40 minutes after the team's long-term performance is completed. For the first three teams of the day, scores will be available an hour or so after performance.

Teams will know their scores are available for pick-up when either:

- A list of available scores is posted and maintained at the problem site
- OR the Head Judge texts the Coach that scores are ready

**It is incumbent upon the coach to pick these scores up as soon as possible.** Scores that remain unclaimed at the site may be sent on to the Score room, thus making these unclaimed scores official.

### ***Section II.03 Reviewing Your Raw Scores***

1. When the Coach meets with the Head Judge to discuss the raw long-term scores, the Head Judge and Coach will initial on the score sheet the time that the long-term scores are received by the Coach.

2. The Head Judge will go through the raw long-term scores, and answer questions from the Coach.
3. Based on the time recorded on the score sheet, the Coach has **30 minutes** to return and ask the Head Judge additional questions.

### ***Section II.04 Disagreements About Scores***

Should a coach disagree with a non-subjective score, the procedures shown below are to be followed. **At no time may subjective scores be challenged.**

#### **Step 1: Meeting Again With the Head Judge**

1. Should the Coach disagree with an **objective score, rule interpretation, or penalty**, he/she must return to the long-term problem site within **30 minutes** of receiving the raw scores to bring this/these concern(s) to the Head Judge.
2. The Head Judge will investigate this/these concern(s) with the involved judges and may also choose to speak with members of the Team.
3. Depending upon the Head Judge's investigations of this/these concern(s), the Team's score will be adjusted or will stand as is. The Head Judge will then will explain this decision to the Coach.

#### **Step 2: Meeting With the Problem Captain**

1. If the Coach still disagrees with the Head Judge's decision, the Coach has the right to request a meeting with the Problem Captain. The Head Judge will convey this request to the Problem Captain, who will arrange to meet with the Coach as soon as is possible.
2. The Problem Captain will meet with the Coach and hear the Coach's concerns. At this time, the Problem Captain may choose to meet with the judges involved, the Head Judge, or members of the Team.
3. Based on the Problem Captain's investigations, a decision will be made, either changing the disputed score or letting it stand.

#### **Step 3: Tribunal Review Request Form**

(The *Tribunal Review Request Form* can be found in Appendix B.)

1. Should the Coach disagree with the Problem Captain's decision, the Coach has the right to request a *Tribunal Review Request Form*. Upon receipt of the *Tribunal Review Request Form*, available from the Problem Captain, the coach has **30 minutes** to complete and return the form to the Problem Captain.
2. Prior to completing the *Tribunal Review Request Form*, the Coach should be made aware per **The 2014-2015 Program Guide**, pages 31-32:

*"Tribunals will not be convened for questions in areas such as whether something or someone was across a line or within a certain area. Issues that arise as to whether or not something happened or did not happen during a team's performance are not eligible for a tribunal. In no case will a videotape be used to make a decision."*

3. If the Coach returns the completed *Tribunal Review Request Form* to the Problem Captain within the **30-minute** window, the Problem Captain will contact the designated Tournament Committee official who will then convene the Tribunal Committee that will review this *Tribunal Review Request Form*. Composition of this Tribunal Committee will be based, among other factors, on the Team making the request, the Long-Term problem involved, and, at Association Finals, the Team's home region.

#### **Step 4: Organizing the Tribunal Review**

1. The Tribunal Committee formed to review a team's request shall consist of three people, each of whom has a very strong background in the Odyssey Program and who are very familiar with long-term problems. Ideally, at the Association level, this committee will include the Association Director or Assistant Association Director, and at the Regional level, the Regional Director. Other possible Tribunal Committee members might be experienced Association Problem Captains or Regional Problem Captains. The composition of the Tribunal Committee is purposefully fluid so that there are no conflicts of interest.
2. At the Association level, no member of the Tribunal Committee is to be connected in any way to the Team, the Judging Team involved, or to the Team's home region.
3. Prior to the tournament, a central, yet private location is to be chosen for the Tribunal Review.
4. A time for the Tribunal Review will be set by the designated Tournament Committee member and communicated to the Coach and Problem Captain. Provided this time works for all parties involved, the Coach, Team, and Problem Captain will make themselves available at the predetermined location at that time.

#### **Step 5: The Tribunal Review**

1. The Tribunal Review Committee shall have access to a binder or notebook that contains all materials related to each long-term problem (each problem, scoring guidelines, problem procedures, general clarifications, official's clarifications, etc.). Prior to the Association or Regional tournaments, the Problem Captains will prepare these materials in advance, making this binder of information available to the Tribunal Review Committee.
2. The Tribunal Review Committee will review the completed *Tribunal Review Request Form*.
3. In no particular order, the Tribunal Review Committee will speak to the Team and the Problem Captain.
4. Once the Tribunal Review Committee has gathered what it feels is the necessary information, the Tribunal Committee will render a decision. That decision will then be communicated to the Coach and recorded on the *Tribunal Review Request Form*. Once the Tribunal Review Committee makes its decision, that decision is final.

*At any point during this score review process, from the initial receipt of the raw long-term score sheet to the final decision of a Tribunal Committee, any scoring changes will be communicated to the Score Room immediately. Should it be determined that there was a judging error, other teams' scores that were affected by this error will also be corrected in the Score Room.*

## ***Section II.05      Resolving Concerns and Disputes***

If a judging dispute or concern arises during a tournament, the goal is to resolve them at the lowest level warranted. Intractable issues should be resolved in an orderly progression through the chain of command.

If a coach, official or other participant has a concern or dispute during a tournament, that concern should be presented in writing, and the protocol for escalating concerns and disputes is:

1. contact the head judge at the LT problem site
2. then the Problem Captain
3. then Regional Director (at Regional Tournaments) or Tournament Director or Association Director (at Association Tournament)

In the spirit of open communication, officials who receive a written concern or dispute should keep the TD and Regional or Association Director informed of the concern and its resolution.

## **Article III.      Conflict of Interest**

Regional and Association Board members and Regional and Association Problem Captains who are coaching shall inform the Association Director the specific Regional Director, the specific Association and Regional Problem Captains, and Association and Regional Spontaneous Problem Captains **IN WRITING** that they are coaching by Regional Tournament registration deadline.

Regional and Association Board members who are coaching may not access the Regional or Association Spontaneous problems, relevant Spontaneous paperwork or other teams' long-term private problem clarifications in the problem in which they are competing.

Problem Captains are not allowed to coach a team in their own problem. Problem Captains may judge in another region or at Association Tournament, but not in the problem in which their team is competing and never in Spontaneous.

Spontaneous Problem Captains and Score Room Problem Captains are not allowed to coach any team in Divisions I-III. This applies to both Association and Regional Problem Captains.

Spontaneous Problem Captain cannot serve if he/she has a child competing.

Division IV team members who serve as officials at Regional and/or Association tournaments may not compete at World Finals in the problem in which they served as an official.

A Division III or IV team member, who is at least 18 years old, may only judge at Regional level in a different competitive problem and only in non-scoring positions, such as score checker or timer announcer. Team members should not attend full Judges' Training.

A Division III team member may judge in their competing problem (preferably in non-scoring position) at Association and/or World tournaments providing that their team has not advanced to that level. When a Division III team member is registered as a judge this must be disclosed in the "Comments" section.

Under no circumstances, can a team member judge Spontaneous at any regional level, including Primary and only at Association and/or World tournaments providing that their team has not advanced to that level. When a Division III team member is registered as a judge this must be disclosed in the "Comments" section.

If a team member(s) participates on more than one team, this must be disclosed in the "Comments" section of both teams' tournament registrations and the relevant Spontaneous PC notified. Teams that participate in more than one problem must disclose this in the "Comments" section of both teams' tournament registrations and the relevant Spontaneous PC notified.

A Division III or IV team member who will be 18 years old by tournament date may coach a lower division team provided that:

- The lower division team is solving a different problem than the "coach's" team and
- The coach attends training.

A Division III or IV team member who will not be 18 by tournament date can co-coach with an adult coach. The adult coach must attend training.

A Division II team member should only be an assistant with an adult coach. The adult coach must attend training.

No parent may judge in the Long-term Problem or corresponding Spontaneous problem in which his/her child is participating. During judges training these potential conflicts must be disclosed to prevent parents from attending training in the Long-term Problem in which their child is participating. An exception may be granted in writing by the Association/Regional Director with approval of the relevant problem captain(s).

Prior to and on day of competition PCs/Head Judges will review to determine if any previously unrecognized conflict of interest exists and, if necessary, will reassign judges.

An official also serving as coach should not wear their official's identification (ex: shirt, name tag, etc.) while acting as coach. Likewise, while in coach capacity, there should be no non-coach interaction with judges or other teams.

**A copy of this policy will be included for all judges as part of their training.**

## **Article IV. Use of Association & Regional Websites, and Social Media**

### ***Section IV.01 Association (www.socalodyssey.org) Website Privacy Policy***

#### **What information do we collect?**

We collect information from you when you register on our site, subscribe to our newsletter, respond to a survey or fill out a form.

When registering on our site, as appropriate, you may be asked to enter your name, e-mail address, mailing address, phone number or credit card information. You may, however, visit our site anonymously.

#### **What do we use your information for?**

Any of the information we collect from you may be used in one of the following ways:

- To personalize your experience

(Your information helps us to better respond to your individual needs.)

- To improve our website

(We continually strive to improve our website offerings based on the information and feedback we receive from you.)

- To process transactions

(Your information, whether public or private, will not be sold, exchanged, transferred, or given to any other company for any reason whatsoever, without your consent, other than for the express purpose of delivering the purchased membership or service requested.)

- To send periodic emails

(The email address you provide may be used to send you information and updates pertaining to California Odyssey of the Mind, in addition to receiving occasional organization news, updates, related information, etc.)

Note: If at any time you would like to unsubscribe from receiving future emails, we include detailed unsubscribe instructions at the bottom of each email.

#### **How do we protect your information?**

We implement a variety of security measures to maintain the safety of your personal information when you enter, submit, or access your personal information.

#### **Do we use cookies?**

We do not use cookies.

#### **Do we disclose any information to outside parties?**

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our website, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety. However, non-personally identifiable visitor information may be provided to other parties for marketing, advertising, or other uses.

### **Third party links**

Occasionally, at our discretion, we may include or offer third party products or services on our website. These third-party sites have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked sites.

Nonetheless, we seek to protect the integrity of our site and welcome any feedback about these sites.

### **California Online Privacy Protection Act Compliance**

Because we value your privacy we have taken the necessary precautions to be in compliance with the California Online Privacy Protection Act. We therefore will not distribute your personal information to outside parties without your consent.

### **Children's Online Privacy Protection Act Compliance**

We are in compliance with the requirements of COPPA (Children's Online Privacy Protection Act); we do not collect any information from anyone under 13 years of age. Our website, products and services are all directed to people who are at least 13 years old or older.

### **Online Privacy Policy Only**

This online privacy policy applies only to information collected through our website and not to information collected offline.

### **Your Consent**

By using our site, you consent to our website's privacy policy.

### **Changes to our Privacy Policy**

If we decide to change our privacy policy, we will update the Privacy Policy modification date below.

### **Contacting Us**

If there are any questions regarding this privacy policy you may contact us using the information below.

SoCal OM State Director, [www.socalodyssey.org](http://www.socalodyssey.org), [socaldirector@socalodyssey.org](mailto:socaldirector@socalodyssey.org).

## ***Section IV.02 Website***

The website ([www.socalodyssey.org](http://www.socalodyssey.org)) will be maintained by CAS OotM, Inc. The Association Director or Assistant Director will approve all content placed on the Calomer site. The Association's Webmaster will oversee placement of approved content, and maintenance of the site's calendar, news, galleries, and events pages. All content will meet rules and regulations per the OotM Program Guide and CAS OotM policies.

## ***Section IV.03 Regional Websites***

Each region should maintain a website with appropriate information regarding coach training, spontaneous activities, regional tournaments, etc. Regional boards will oversee their individual regional websites. Content placed on these sites must be approved by the Regional director or designee. The Association Director or Assistant Director can request certain information related to state events be placed on regional websites. If information found on regional websites is deemed inaccurate or inappropriate, the Association Director or Assistant Director will request that it be removed, with board approval.

#### ***Section IV.04 Social Media***

The Association Director, Assistant Director, and Association Webmaster will maintain CAS OotM's social media presence. Facebook, Twitter, and other social media outlets will be updated regularly with relevant information regarding regional and association events. Irrelevant, inappropriate, and spamming posts will be removed as deemed necessary by the Association Director, Assistant Director, and/or Webmaster.

If coaches or program managers wish to post information on CAS OotM or regional social media, they should email that item to their Regional Director or the Association Director.

All mobile device Apps created for use at OotM tournaments should be approved by the affected Regional or Association Directors.

#### ***Section IV.05 Teams' Use of Social Media***

Teams using social media must follow the policies expressed in the CAS OotM Codes of Conduct (see Article I) and the rules in the Program Guide. For example, posting videos of a team's current year performance before World Finals or making unsportsmanlike comments is not allowed. Misuse of social media can lead to disciplinary actions against a team.

### **Article V. Media Release Policy**

The Media Release and Media Release OPT OUT forms can be found in Appendix C. They are also available on the calomer.org website.

Prior to participating in Regional and Association tournaments CAS OotM requires each participating team member, and coach to fill out and individually sign either the Media Release Form or the Media Release OPT OUT Form. The completed form must be turned in to the Registration Table when the participants arrive at the tournament. Persons under 18 years of age must have their parent or guardian sign. Upon signing the release form all participants agree to permit the organizers and sponsors of the Odyssey of the Mind program to use videotapes and photographs of participants in public showings, thereby giving consent to Creative Competitions, Inc., its affiliates, assignees and its licensees to use their image for publicity purposes, for purposes of trade, or for any lawful purpose whatsoever. The OPT OUT form disallows this permission.

### **Article VI. OMER's and Ranatra Fusca Awards**

OMER'S Award and Ranatra Fusca Award Nomination forms can be found in Appendix D.

#### ***Section VI.01 Award Nominations***

Anyone may make an OMER's nomination. They must complete an OMER's nomination form and return it to a CAS OotM Regional/Association Board Member, who will deliver it to the

Score room. The nomination will be judged by the detail and substance of the information on the form and how it meets the criteria for the award as outlined in the Program Guide

Any individual Judge or Judging team may make a recommendation for a Ranatra Fusca award. The nominating judge(s) must fill out the Ranatra form. The nomination will be judged by the detail and substance of the information on the form and how it meets the criteria for the award as outlined in the Program Guide.

Each Problem Captain and the information desk must be provided with OMER's nomination forms. Each Problem Captain must be provided with Ranatra Fusca and OMER's nomination forms. These will be provided by the Tournament Director.

### ***Section VI.02 Special Award Committee***

The Special Award Committee will consist of at least 3 members and 1 alternate. The alternate will only serve if there is a conflict of interest with one of the regular committee members. Members will be designated to the Committee by the Regional/Association Board of Directors annually at the first calendar quarter meeting.

### ***Section VI.03 Special Award Committee Process***

The Committee will convene when all members are available and a final score runner check has been completed for all sites.

Awards will be made on a simple majority vote.

Certificates, provided by the Tournament Director, will be filled out by the Committee members using the Tournament Registration database from the Score room. Certificates will be handed to the appropriate PC for distribution at the Awards ceremony. The Committee will notify the Score room of all Ranatra winners ASAP.

## **Article VII. Tournament Eligibility/Advancement Guidelines**

The CAS OotM Board sets the tournament advancement guidelines based on the number of teams participating in the program throughout the state. These guidelines are reviewed annually and modified to allow the largest number of teams to participate at the Association competition when:

1. The number of teams participating in a particular region, problem or division of a problem greatly impacts the ability to accommodate teams at the State tournament.
2. The number of teams advancing to World Finals from the State Tournament would exceed the number permitted by the International organization.

If, by the first calendar quarter Board meeting the Tournament Scheduler projects that less than (TBD) teams will be advancing to Association Tournament, the board may suspend the adopted guidelines and revise them for the current Tournament year only.

**Changes to this policy will be published on the SoCal Odyssey website approximately 2 months prior to the State Tournament.**

The Tournament Eligibility/Advancement Guidelines that were adopted in fall of 2013 are:

**For Division I & II Teams:**

Number of Teams Competing	Number of Places Advancing
1-5	1 <sup>st</sup>
6-12	1 <sup>st</sup> & 2 <sup>nd</sup>
13+	1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup>

**For Division III Teams:**

Number of Teams Competing	Number of Places Advancing
1-12	1 <sup>st</sup> & 2 <sup>nd</sup>
13+	1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup>

The purpose of proportional representation is to give large regions additional spots for teams advancing to the state tournament.

1. If there are 23 teams or more in a problem and division, the problem will split into two flights and all the previous rules apply.
2. Ranatra Fusca winners (Ranatra winning teams as well as the teams of individual Ranatra winner) advance to the next level.

If a team decides not to attend the state tournament their spot may be filled by the next placed team with the approval of the Association Director.

## **Article IX. Association Scholarships Application and Selection Process**

### ***Section IX.01 Purpose***

The purpose of CAS OotM Scholarship program is to recognize and reward students who have demonstrated creative problem-solving skills, out of the box thinking, dedication to the program and a desire to share the program with others.

Scholarship(s) awarded may be applied toward the cost of obtaining an education at any university, college, community college or specialized school to support these creative students as they begin their college careers and develop into new leaders for the program in the future.

### ***Section IX.02 Eligibility***

Eligible student is a student who has been a member of an Odyssey of the Mind team in California and additionally:

- a) Is a high school senior or high school student who will be attending any post-secondary institution for the next academic year - allowing for students who will graduate early and not returning to high school.
- b) Has been active on a California Odyssey team for at least three years and one of these years must have been in high school.
- c) Indication that student is dedicated to their schoolwork. A copy of their transcript will be required but there is no specific grade requirement.

### ***Section IX.03 Policy***

It is the policy of CAS OotM to offer financial assistance for the education of California Odyssey participants that have demonstrated creative thinking skills and continue to share this with others. CAS OotM shall establish annually a fixed sum of money available for such scholarships. Should the eligible applications for scholarships exceed the funds available under this program, then the Scholarship Committee will establish and apply selection criteria to award the scholarships.

### ***Section IX.04 Procedures***

- A. The scholarship applicant must complete the "California South Odyssey of the Mind Scholarship Application" form.
- B. Applicant must include a letter of recommendation from an Odyssey of the Mind Coach or teacher explaining why they feel the applicant deserves the scholarship. Limit one page.
- C. A transcript must be submitted before or on the due date.
- D. Applicant must write responses to the following:
  - i. Essay – responding to essay questions
  - ii. Quick response – responding to a spontaneous type question
  - iii. Activity response – sharing of other interests the applicant may participate in
- E. Applications, essays, letter of recommendation and transcript will be submitted by mail or online application.
- F. ONLY applications that are completed and received in their entirety, i.e. application, letter of recommendation, transcript and essays, before or on March 1<sup>st</sup> of the application year will be considered.

### ***Section IX.05 Review Process***

Scholarship Chair and committee shall be appointed by the 4<sup>th</sup> quarter general meeting of the board. Scholarship Chair will update forms. Chair will post application on state website by January 1 and send to all Regional Directors for distribution to Division 3 teams.

All application submissions will be reviewed by the Scholarship Selection Committee which is comprised of members of the California South Odyssey of the Mind Association Board, CA OotM alumni representatives from around the state, and community members.

The review process is a blind application review. All scholarship applications are reviewed without applicants' name or identifying information included.

The winner will be notified by email or mail by the California South Association Director or Scholarship Committee Chair before the Association Tournament and an invitation extended to attend the Association Tournament with no financial aid from CAS. Presentation of the scholarship(s) will be at the Association Tournament.

Examples of the Scholarship Application Form and Scholarship Rubric Score sheet can be found in Appendix E.

### ***Section IX.06 Scholarship Amount***

If approved for admission to a post-secondary institution, the California Odyssey of the Mind high school senior is eligible to receive a scholarship for the first year of study at any post-secondary institution. This amount will be paid directly to the post-secondary institution after the scholarship recipient has given proof of acceptance to California South Odyssey of the Mind.

California South Odyssey of the Mind will award a minimum of 1 scholarship per year. The Association board may review the current year's budget and financial standing to adjust the amount and number of scholarships presented.

CAS OotM will also administer scholarships that are established by private donations.

By applying, all applicants are automatically considered for all scholarships being awarded.

California South Odyssey of the Mind is a non-profit organization that administers the competitions and Odyssey of the Mind program in California. We operate under the non-profit status of Creative Opportunities Unlimited (COU).

**\*\*Note that a copy of the entire SoCal OM Policy handbook can be found at [www.socalodyssey.org](http://www.socalodyssey.org).**