

# SoCal Odyssey of the Mind Policy Handbook For Judges



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

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.

### ***Section XI.03 Association Tournament Travel for Judges***

This section of the policy applies to volunteer judges at the annual CAS Tournament event. Only official state problem judges are eligible for travel expense reimbursement under this section of the policy.

### **(a) Travel Status**

1. In-Town Travel - An individual is considered to be in-town when he or she is conducting business at a location less than 100 miles from home and the travel does not require an overnight stay. Judges will not receive any reimbursement for in-town travel.
2. Out-of-Town Travel - An individual is considered to be in out-of-town travel status when he or she is conducting business at a location more than 100 miles from home and the travel requires an overnight stay. *If an overnight stay is not required, the travel is considered in-town.* Judges with out-of-town travel status to the association tournament are eligible to receive a lodging stipend as defined below.

### **(b) Lodging Stipend**

Judges are eligible to receive a stipend to assist with the cost of lodging during the state tournament as follows:

1. For the first night of lodging, the maximum stipend amount is \$70.
2. For the second night of lodging, the maximum stipend amount is \$50.
3. The stipend amount is per judge, per night.
4. Judges are encouraged to share hotel rooms to save on the cost of lodging.
5. The stipend amount cannot exceed the actual amount paid. (E.g., if the total cost of lodging for the two nights is only \$75, the stipend amount will be \$75.)
6. Judges are NOT eligible for reimbursement for any of the following: mileage for personal vehicle use, ground transportation, airfare, meals, parking, travel incidentals or any other travel-related costs (unless approved by the CAS Board of Directors).

### **(c) Other Expenses**

If approved in advance by an Association Problem Captain or Board Member, a judge will be reimbursed for the cost of purchasing supplies or materials necessary to conduct activities at the state tournament. These expenses must be approved in advance.

### ***Section XI.04 Other Travel***

Travel by individuals other than association board members, association board extended leadership, or association tournament judges as defined above must be approved in advance by the Association Director and will follow the policies in the section on Association Board Member travel.

### ***Section XI.05 Responsibilities and Compliance***

Individuals are required to understand and comply with this T&E policy. If an individual fails to follow this policy, the organization reserves the right to deny expense reimbursement.

### **(d) Expense Report Filing**

1. Expense reports which are missing required documentation, contain unexplained expenses, or do not satisfy IRS reporting regulations will be returned for clarification.
2. Expense reports must be submitted within 30 days of the last date of travel or other expense. Expenses older than 60 days will be denied. At fiscal year-end, expense

reports must be submitted and approved by the processing deadlines to ensure travel expenses are recorded in the correct fiscal year.

3. To facilitate the processing of reimbursements, please organize original receipts and tape them to an 8 ½ by 11-inch sheet of paper with all charges claimed for reimbursement clearly marked.

Expense reimbursement forms for Association Board Members and Judges are in Appendix F.

**\*\*Please note that the entire Policy Handbook for SoCal OMer is available at [www.socalodyssey.org](http://www.socalodyssey.org).**