

NCOM Coastal Region Tournament Registration Requirements & Information

Dear Coaches,

NCOM Coastal Region officials welcome you to the 2009-10 competition year. We are very excited that Wesleyan College in Rocky Mount will be hosting our tournament again this year. We are looking forward to a "Celebration of Creativity" on March 6. This letter provides information you will need before registering your team.

When you are ready to register your Team, Judge and Volunteer, click on the Online Registration link on the Coastal Home Page www.ncom-coastal.org or go to the Members Area at www.odysseyofthemind.com. Online instructions will guide you through the registration process. It is essential that you give us an e-mail address for your Head Coach, Judge, and Volunteer that is checked regularly and one where our messages will not be blocked or put in to spam/junk mail folders. Auto-response email registration confirmations will come from webguy@odysseyofthemind.com.

Team Registration. Please register your teams *as soon as possible* so we will have an early indication of how many teams we will field this year. If you are missing a few pieces of information, please fill out the form as best you can and enter the missing info later. You will be able to go back and add new team members until you reach 7 members. You will *not* be able to edit team member information once it is submitted. If a team member's name is misspelled or their age or grade is incorrect, just send me a note bralyc@gmail.com explaining the mistake and I will make the correction.

Your team's division is determined by the grade of your team members. Please consult the division table http://www.odysseyofthemind.com/division_table_new.php if you have any questions.

The registration process follows: Read through all 8 steps to make sure you have all of the information you need, then return to step one and click on the **Member Area link on www.odysseyofthemind.com**.

1. Click Member Area (a new window will open), fill in your membership number and zip code that was used for your national registration. Click submit.
2. Check the membership information at the top of the new page. This is your official team information that should be used for the team signs, etc. If it is not correct send a note to CCI so they can make corrections.
3. Click on Team Registration Link.
4. The next page will show any team(s) from your membership that is already registered. Make sure no one else has chosen your problem and division. Click the down arrow to the right of the tournament entry field and select Coastal Region Tournament.
5. Choose your problem and division: Nature Trail'R = 1, Return to The Gift of Flight = 2, Discovered Treasures = 3, Column Structure = 4, Food Court = 5, Surprise Party = (Primary). Click submit.
6. Read the information on the next page to be sure you have all of the information you need to proceed. Click submit.
7. Register your team.
8. You will receive a unique username and password to get back to your registration to make any additions or corrections. You can access your record from the member page by clicking the team logon link.

After you register your Team, you must click on the Judge/Volunteer Nomination Link in the **Member Area at www.odysseyofthemind.com** and give us information about your Judge and volunteer. Your Judge and volunteer **MUST** then register online at www.ncom-coastal.org. **EACH COACH IS RESPONSIBLE FOR MAKING SURE THEIR JUDGE AND VOLUNTEER HAVE REGISTERED ONLINE.**

Checks should be made payable to NCOM Coastal Region and sent to Carolyn Braly, 52 Best Lane, Arapahoe, NC 28510. No purchase orders please.

To qualify for the Early Bird Registration Special of \$85, the online registration of your Team, Judge and Volunteer must be completed on or before December 24, 2009 AND the Tournament Fee is postmarked on or before December 24, 2009.

If your online registration is completed by January 15, 2010 the registration fee is \$105 per team. No registration will be accepted after January 15, 2010 except by special permission from the Regional Directors. (If your team forms after January 15, please contact Carolyn Braly.)

In addition to the tournament fee, a late penalty may be applied if your registration is still incomplete after January 15.

K-2 Primary Teams may demonstrate at the tournament without paying the registration fee. Primary teams must register online to be included in the tournament schedule. In order to provide a competition experience and process, we request that you provide us with a Judge and Volunteer. If you would like your team to be scheduled for a demonstration Spontaneous competition, please contact Carolyn Braly by January 15 or note in the Comments section on the online Registration Form, "Please Schedule for Spontaneous."

Judge Registration: Find a person who is willing to be your team's Judge. The regional competition utilizes over 150 adult volunteers to insure a smooth and exciting tournament for all. **Each team is required to provide an individual who will be trained to judge at the tournament. Judges' Training will be held on February 6 at Hunters Creek MS in Jacksonville, NC. This training is mandatory, and this is the only training that will be offered.** If your Judge is unavailable on that day, **FIND ANOTHER JUDGE.** The role of the tournament judge is most pivotal in the evaluation phase of the OotM process. Judges must be trained to appreciate and evaluate the creativity of problem solutions. Judges must understand the OotM process, philosophy and commitment to our teams. Please keep in mind when you select your Judge and Volunteer, that we want caring and friendly people to validate our team's efforts, so kindly send us judges who are fair, have a sense of humor, enjoy young people, and will appreciate their months of effort. Please ask someone you would want to judge and interact with your team members.

Coaches and assistant coaches may not judge and may not attend Judges' Training. Different teams may not list the same person as a Judge.

The Judge you select:

1. Will not be allowed to judge your team.
2. Will not be allowed to judge a problem in which a relative is participating.
3. Will not be allowed to leave the judging site, and will not be able to watch your team perform.
4. Must be at least 18 years of age and not enrolled in high school.
5. Must be prepared to remain at the judging site until 30 minutes after the last team in that problem has performed.

Links to the Problem Synopses and Instructions for Judges to register online are posted on www.ncom-coastal.org. An e-mail will be sent to your Judge after your nomination giving them a registration link and instructions. Please note, your registration is not complete until your Judge registers online.

Please make sure that your Judge has your membership name and number and the problem/division for your

team when they register. This is important so that we can properly associate your Judge with your team.

Volunteer Registration: Each team must provide the name of one person for our Volunteer pool. If your Volunteer is needed, a tournament official will contact him/her to be assigned to work at one of the many stations needed the day of the tournament. These “jobs” may include a 3 hour shift at souvenir sales, serving as a judging team assistant or doorkeeper at a problem site, assisting with registration, checking in Spontaneous teams, helping at the “Prop Drop” zones, etc. Volunteers will be scheduled so they may see their child’s long-term performance. The Volunteer should not be the Coach. You have done enough for your OotM team. Let someone else do this! Again, your registration is not complete without your Tournament Fee, Judge and Volunteer information.

Providing a Judge and Volunteer is a requirement for your team’s participation in the regional tournament. **Teams that do not meet tournament requirements, such as not providing a judge, may be assessed a penalty.**

Tournament Rules and Procedures Information and Schedule will be posted on the Coastal Region website about 10 days before the competition. It will include Tournament Rules, Procedures and Competition Information, your team’s Long-Term and Spontaneous times, a schedule of events and competition sites, and other tournament information. Additional information may be posted on the Coastal Website, so check back often for the latest news and updates on this year’s Odyssey of the Mind activities. If you have any questions regarding registration or competition, please contact: Carolyn Braly 252-249-7256, bralyc@gmail.com, Tim Cornell, tim.cornell@onslow.k12.nc.us or Robbie Cornell, Robbie.cornell@onslow.k12.nc.us .

Web Sites:

Coastal Region: <http://www.ncom-coastal.org>

NCOM: <http://www.ncom.org> Odyssey of the

Mind: <http://www.odysseyofthemind.com>.

Our very best wishes on your “odyssey.”

Carolyn, Robbie & Tim