



Volunteers and Officials

DELCAPS, Delaware Odyssey of the Mind is run 100% by volunteers from our board members through our tournament volunteers. The success of our tournaments and the great experiences of our children are contingent on the continuous efforts of outstanding volunteers like you!

- ❖ We will be holding 2 regional tournaments and one state finals tournament this year, all in the month of March
- ❖ This year, we will be offering a combination of online and face-to-face training to make it easier for our judges to become certified in their particular problem and role
- ❖ As always, training is mandatory for our judging staff and judges are required to be over the age of 18
- ❖ Our volunteers and officials receive a t-shirt and lunch/snacks on tournament day
- ❖ We are always in need of judges on tournament day and these volunteers may be high school students or adults who would love to be involved in our tournament but are unable to attend training

HOURS

Clock hours are awarded for State of Delaware educators (please refer to DOE policy for further information). **NOTE: In order to receive clock hours, you MUST register through PDMS in IMS in addition to registering on the DELCAPS website.** Clock hours are available for:

- ❖ Judges Training
- ❖ Coaches Training
- ❖ Coaches/Coordinators Pre-tournament Meeting
- ❖ Coaching

Volunteer hours will be awarded to the student and adult volunteers via a thank you letter after completion of the event.

We are always looking for creative and energetic new judges and volunteers. If you know of someone, please direct them to the registration link.

OPTIONS

You may register as either a volunteer or judge for tournament day. Below are descriptions for each option, as well as descriptions of judging roles. You do not need prior experience. You will learn everything you need to know at judges training or when you are assigned to your volunteer location on tournament day.

When you are ready to register, just click on the link at the bottom of this informational document and follow the directions to complete the registration process.

In order to be a tournament judge, you MUST complete judges training successfully. In order to judge for state finals, you must have been a judge at one or more regional tournaments.

If you qualify for PDMS clock hours, you must also register on that website.

In an effort to make it easier for our judges to receive their prospective training, we are offering several new options this year. Each judge must complete both the Standard Generalized Informational Training and the Problem Specific Training. Our volunteers are not required to complete training but are welcome to attend so that they may step in on tournament day if needed.

- ❖ Standard Generalized Informational Training (required of all judges)
 - Online training is available
 - Thursday, January 25th 6:30 – 8:30
 - Saturday, January 27th 9:00 – 11:00
 - Monday, February 5th 6:30 – 8:30
 - Face to Face training is available
 - Saturday, February 10th 9:00 – 12:00 Milford Central Academy
 - Saturday, February 17th 9:00 – 12:00 Brandywine High School
- ❖ Problem Specific Training (required of all judges)
 - Face to Face training ONLY is available
 - Saturday, February 10th 9:00 – 12:00 Milford Central Academy
 - Saturday, February 10th 1:00 – 4:00 Milford Central Academy
 - Saturday, February 17th 9:00 – 12:00 Brandywine High School
 - Saturday, February 17th 1:00 – 4:00 Brandywine High School

PROBLEMS

Each problem includes a specific area of concentration and interest. Each problem may also have a specific criteria or skill set requirement. The problems and description are as follows:

❖ Problem 1

- Mechanical / Vehicle
 - Teams design, build and operate vehicles of various sizes, using various power sources
 - The vehicle may need to be driven or perform specific tasks

❖ Problem 2

- Technical
 - Teams design and make contraptions and include artistic elements into their solution
 - The contraption may have to perform specific tasks as a part of the solution

❖ Problem 3

- Classics
 - Teams create a solution based on an item from the classics such as literature or art

❖ Problem 4

- Structure
 - Teams design and build structures using only balsa wood and glue
 - The structures are tested by supporting and holding as much weight as possible
 - Teams also present a skit to correlate with the structure

❖ Problem 5

- Performance
 - Teams develop and create performances based on a specific theme incorporating required elements

❖ Spontaneous

- Teams receive a problem when they report to their spontaneous room
- Teams are not aware of what their problem type is or the subject matter
- Spontaneous Problems include
 - Verbal – solutions are spoken
 - Verbal Hands On – solutions include a combination of spoken responses with a manual solution component of some type
 - Hands On – solutions are created using manual solutions such as building or manipulating an object

❖ Primary

- Teams are Grades K-2 and do not compete for score
- Problems are a combination of criteria to acclimate younger teams for competition level tournaments

VOLUNTEERS

- ❖ Non–scoring positions
- ❖ Semi-flexible schedule
 - Allows for working shorter hours
 - Allows, in some cases, the opportunity to break to watch a performance
- ❖ Positions available for Volunteers (these may change based on need or tournament venue)
 - Venue and Tournament Specific
 - Hospitality
 - Registration
 - Information Booth
 - Door and Hallway Helpers
 - Site Break Down
 - Awards Ceremony Set Up
 - Score Runner
 - Merchandise Sales
 - Parking Lot and Traffic Assistance
 - Problem Site Specific
 - Doorkeeper
 - Prop Storage
 - Spontaneous Check-In
 - Spontaneous Holding Room

JUDGES/OFFICIALS

- ❖ Some scoring and non-scoring positions
- ❖ Rigid schedule
 - Must work for the entire tournament or scheduled timeframe
 - Unable to leave area to watch performances
- ❖ Positions available for Judges/Officials in Long Term Problems (these may change based on need or tournament venue)
 - Head Judge
 - ✓ Reviews score sheets, compiles scores and prepares the master score sheet
 - ✓ Presents the scores to the team coaches and answers questions regarding the teams long-term scores
 - ✓ Works with the Problem Captain if coach raises an issue that the Head Judge cannot settle
 - ✓ Must be thoroughly familiar with the long-term problem and have the ability to handle people in a friendly but firm manner
 - ✓ Must be versed in the roles of other positions in the problem in case there is a need for crossover or filling multiple roles

- Problem Judge
 - ✓ Scores the team's long term solution
 - ✓ Scores all aspects of the solution except for Style in a Performance Problem
 - This is generally a subjective opinion
 - ✓ Generally assigned to a specific area or task in a Technical Problem
 - Observes and scores only that portion of the teams solution
- Score Checker
 - ✓ Collects score sheets from the scoring judges and reviews them to confirm accuracy before sending to the Score Room
 - ✓ Assures that the judges score within the appropriate range for subjective categories and award the correct number of points for objective categories
- Staging Area Judge
 - ✓ The first official to greet the team as they prepare for their long-term performance
 - ✓ Reviews the team's paperwork and forwards to the appropriate judge
 - ✓ Inspects the team's props, membership signs, etc.
 - ✓ Evaluates the cost and legality of the solution if there are specific solutions and determines whether or not items were made by the team
 - ✓ Asks the team basic questions if there are concerns about anything and shares the results with the judging team if needed for further discussion
 - ✓ Introduces the team to the Timekeeper
 - ✓ Staging Area Judge sometimes crosses over and fills into the role of Timekeeper also
- Style Judge
 - ✓ Receives the Style Forms for the teams from the Staging Area Judge and reviews them for accuracy
 - ✓ Determines which areas are to be scored and scores these areas
 - ✓ Scores individually and does not share results with other Style Judges
 - ✓ Style Judge sometimes crosses over and fills into the role of Problem Judge
- Timekeeper
 - ✓ Completes the Timekeeper's Checklist
 - ✓ Introduces the team to the judges and the audience
 - ✓ Keeps track of the exact time of the performance
 - Assesses a penalty if one is specified for going over time
 - Stops the performance if there is a time limit

- Weigh-In Judge
 - ✓ Assures that structures meet the height and weight requirements
 - ✓ Assures that structures meet any additional criteria or requirements
 - ✓ Assess penalties if structure is found to not meet criteria
 - ✓ Retain structures once the Weigh-In process is completed into a designated container until the appropriate release time
 - ✓ NOTE: This position must be available at least one hour prior to the performance time of the first team
 - ✓ Weigh-In Judge sometimes crosses over and fills into the role of Problem Judge
- ❖ Positions available for Judges/Officials in Spontaneous Problems (these may change based on need or tournament venue)
 - Verbal Problem Judge
 - ✓ Evaluates the teams answers
 - Answers are verbal only
 - Verbal Hands On Judge
 - ✓ Evaluates the teams answers
 - Answers can be a combination of verbal responses and manual solution components
 - Hands On Judge
 - ✓ Evaluates the teams solution
 - Solution contains a manual solution component such as building or manipulation of an object

READY TO REGISTER?

- ❖ If you are registering to represent a team, please make sure that you have
 - The team's Membership Number
 - The school affiliated with the Membership Number
 - The problem and team's Problem and Division
 - The coaches name
 - The coaches email address
 - **NOTE: If you have a child or family member competing, you may NOT judge in the problem or division where they are competing**
- ❖ If you have a child or relative competing, please make sure that you have
 - The team's Membership Number
 - The teams Problem and Division
 - **NOTE: If you have a child or family member competing, you may NOT judge in the problem or division where they are competing**
- ❖ If you wish to judge at State Finals, you must register for at least one Regional tournament and State Finals
- ❖ If you are registering for a Judging Position, you must also register for Judges Training
 - You must complete the standard training, which is available

- Online
- During the morning session on February 10th or 17th
- You must complete the problem specific training available
 - During the afternoon session on February 10th or 17th
 - During the morning session on February 10th or 17th if you have completed the standard training successfully
- ❖ If you are registering for a volunteer position and have a preference, please enter this information in the COMMENTS section at the bottom of the registration form
- ❖ If you have dietary needs or restrictions, please indicate them when registering
 - These should be entered in the COMMENTS section at the bottom of the registration form
 - NOTE: lunch and snacks will only be provided during tournaments – NO lunches or snacks will be provided at Judges Training
- ❖ Please register for you preferences. These will be taken into consideration but final placements will be scheduled by the Problem Captains or Tournament Directors

**❖ CLICK HERE TO REGISTER FOR
VOLUNTEER / OFFICIALS
REGISTRATION:**

[http://www.odysseyofthemind.com/judges/assoc_tournaments.
php?assoc=DE&state=StateFinals](http://www.odysseyofthemind.com/judges/assoc_tournaments.php?assoc=DE&state=StateFinals)

Thank you for your support of DELCAPS and Delaware Odyssey of the Mind. If you have any questions, please click here to email our judges coordinators at judges@delcaps.org or our director at director@delcaps.org.