



# **Connecticut Odyssey of the Mind Policy Guide**

(Abridged for Website)

**Current for Tournament Year 2019 – 2020**

# Connecticut Odyssey of the Mind Policy Guide

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# Connecticut Odyssey of the Mind Policy Guide

## Policy on Chaperones

### Chaperones Required at All CTOM Events

CTOM requires that all minors participating in CTOM Events be accompanied at all times by Chaperones, Parents or Guardians.

### Applicable Events

This policy applies to all CTOM events, including, but not limited to Tournaments, Scrimmages, and Introductions.

### Applicable Individuals

Minors are individuals under the age of 18.

This applies to all minors at CTOM events in any capacity, including, but not limited to Team Members, Visitors/Guests/Observers, and volunteers.

### At Least One Chaperone Per Team, and Per 10 Minors

CTOM requires at least one (1) Chaperone per ten (10) minors including at least one (1) Chaperone per Team. This can be the team's Coach. However, if an individual coaches more than one team, then at least one (1) additional Chaperone is required for each additional team.

CTOM and event facilities' rules require at least one (1) Chaperone, Parent, or Guardian for each ten (10) individuals.

### Implementation

Coaches are responsible to make sure their teams are adequately chaperoned according to this policy.

Coaches are responsible to inform team parents and other supporters that all minors must be chaperoned, and that it is the responsibility of the parent or supporter to insure that they arrange for adequate chaperones, parents or guardians at CTOM events.

This policy will be posted on the CTOM web site and publicized to coaches.

**Approved: January 25, 2003**

**Last Revised: January 25, 2003**

# Connecticut Odyssey of the Mind Policy Guide

## Policy on Program Conflict of Interest

### The Purpose of this Policy

The heart of CTOM is the quality of and fairness of all aspects of our programs, especially our Tournaments and all aspects of judging the competition. A critical aspect of fairness and the perception of fairness is avoiding potential conflicts of interest in the roles of Problem Captain, Judge, and Tribunal Membership.

Given the size and structure of CTOM and the nature of Odyssey competitions, all relationships between participants and judges cannot be completely avoided. Since many towns field teams in almost all problems and divisions, some teams will inevitably be judged by individuals related to their town or organization.

### Potential Conflicts of Interest Which Must Be Disclosed

The following situations must be disclosed to the Board of Directors in writing along with any statements of how a potential conflict of interest will be avoided or mitigated. The Board will then determine if the participation will be accepted.

- Serving as Problem Captain, or on a Judging team, in which a person has a child performing as a team member.
- Serving as both Problem Captain **and** either Coach, Assistant Coach or Coordinator
- Serving as both Judge **and** either Coach, Assistant Coach or Coordinator
- A Problem Captain with a child participating in the program on any team
- A Problem Captain with a spouse or relative coaching in their problem

### Additional Conflicts of Interests

- Problem Captains may not provide coaching in their problem to a Coach or a Team in a way or in substance that is not available to all teams.
- No person should knowingly serve on a Tribunal or on a Judging team in which they have a current relationship or contact with a team, or coach, such as teaching in the same school, children attending the same school, or a close relative coaching the team or close relative a team member – without discussing the matter with the Head Judge, Problem Captain, or Tournament Director.

### Implementation

The Association Director will review this policy with each Problem Captain before they are presented to the Board for acceptance.

To the extent possible, the Association Director will assign Judges to problems other than that of the Judge's nominating team.

A copy of this policy will be sent to all Judges as part of their training package.

To the extent possible, Problem Captains will assign Judges to divisions different than that of the Judge's nominating team.

On the day of competition, prior to the start of the competition, Problem Captains will ask Judges to review all teams they will be judging and disclose to the Head Judge or Problem Captain any areas of concern for conflict of interest. The Head Judge and Problem Captain will make any changes in assignments they deem appropriate.

In the event a Judge, Problem Captain, or Tribunal Member determines that a previously unrecognized conflict of interest exists, they should expeditiously discuss the situation with their Head Judge, Problem Captain or the Tournament Director. Any such situations will be handled in a way that is fair and equitable to everyone involved.

**Approved: February 4, 2002**

**Last Revised: February 4, 2002**

# Connecticut Odyssey of the Mind Policy Guide

## Policy on Recruiting Judges

### The Purpose of this Policy

Connecticut Odyssey of the Mind (CTOM, Inc.) relies on volunteer judges to run the State Semi-Finals and Finals Tournaments. Teams are required to recruit a judge who will participate in judge training and attend either the CTOM Semi-Finals (if necessary) or State Finals Tournament.

The purpose of the policy is to:

1. Encourage teams to recruit the judges needed to run a successful tournament.
2. Detail the expectations of teams for recruiting of judges.
3. Outline the potential disciplinary actions if a team fails to recruit a judge.

### Expectations

1. Each team will recruit one judge, eighteen years of age or older.
2. The judge may not be the coach or assistant coach of the team.
3. The name of the judge will be submitted at the time the team registers for the CTOM State Tournament(s).
4. The judge must be able to attend judge training and either the CTOM Semi-Finals tournament (if one is held) or the State Finals tournament.

### Potential Reasons for Discipline

1. The team does not submit the name of a judge at the time of registration.
2. The judge fails to attend judge training and is not excused from attending.
3. The judge fails to show for the State Semi-Finals or State Final tournament.

### Potential Disciplinary Actions

A team that does not submit the name of a judge, or whose nominee fails to participate, will be subject to a fine of \$250. The fine must be paid 48 hours prior to the day of the State Semi-Finals or Finals tournament, whichever comes first.

### Outcomes

If a team fails to pay the \$250 fine, the team

1. May present their Long-Term Problem solution and participate in Spontaneous, but will not receive scores for any part of the competition.
2. Will not be listed / ranked in the final scores posted on the CTOM web site.
3. Will not be eligible for a medal.
4. Will not be eligible to attend World Finals.

**Approved: September 20, 2016**

**Last Revised: September 20, 2016**

# Connecticut Odyssey of the Mind Policy Guide

## Policy for Ranatra Fusca and OMer Awards

### The Purpose of this Policy

The heart of CTOM is the quality of and fairness of all aspects of our programs, especially our Tournaments. A critical aspect and responsibility of those tournaments is the awarding of Ranatra Fusca and OMer Awards.

Although ultimately subjective, this policy is intended to provide for 1) Consistency in maintaining an appropriate level of merit in performances or actions resulting in an award. 2) Provide for a high level of actual and perceived fairness in making these awards.

This policy is intended to implement the Odyssey of the Mind Program's intention and guidance in making such awards. The overall goal is to make awards whenever appropriate, striking a balance between the desire to reward exceptional creativity and exceptional actions, with the desire to assure that awards are not trivialized.

### Nomination

Anyone may make an OMer nomination. They must complete an OMer nomination form and return it to a CTOM Board Member, who will promptly deliver it to the Association Director. The award will be judged primarily by the detail and substance of the information on the form.

Any Judging team may make a recommendation for a Ranatra Fusca award, at most one team per problem per division for teams they have judged. The judging team must fill out the Ranatra forms. These forms will be forwarded to the Problem Captain who will decide to forward them to the Association Director or not. The award will be judged primarily by the detail and substance of the information on the form.

Each Problem Captain and the information desk must be provided with OMer nomination forms. Each Problem Captain must be provided with Ranatra Fusca and OMer nomination forms. These will be provided by the Association Director.

### Tournament Award Committee

The Tournament Award Committee will consist of at least 3 or preferably 5 voting members and 2 alternates. The Association Director or Board President will be the Chair, based on the Board President's designation, and will have 1 vote. Members will be assigned to the Committee by the Association Director or the Board President

1 preferably 2 members of the committee and 1 alternate will be non-Primary Problem Captains of three different problems or spontaneous – these will be assigned by the Association Director based on Problem Captains not involved in other activities at the end of the tournament day, with preference given to Problem Captains over Assistant Problem Captains.

1 preferably 2 members of the committee and 1 alternate will be CTOM Board members who are not Problem Captains (primary Problem Captains, excepted) – these will be assigned and notified by the Association Director in advance of the Tournament.

### Award Committee Process

The Chair of the Committee will convene the committee when all members are available. The Association Director should have at least three copies of all nominations available for committee members to read.

Any Problem Captain or CTOM Board Member can be present to answer questions or present nominations that they or their teams' have made. Members of the committee are not excluded from this.

Once all presentations are complete and all factual questions have been asked by the committee and answered, the committee will reconvene without guests for discussion and voting on individual awards. An award will be made on a simple majority vote for that award.

The Alternate Problem Captain will vote on any awards involving an award by judging teams reporting to another Problem Captain on the committee.

# **Connecticut Odyssey of the Mind Policy Guide**

## **Policy for Ranatra Fusca and OMer Awards (continued)**

Alternate members will vote on any awards involving close relatives who are coaches or team members of non-alternate members. (Problem Captains alternate for Problem Captains, non-Problem Captains alternate for non-Problem Captains)

To the extent possible alternates will vote so that committee members will not vote on awards for teams from their town of residence, or for teams from schools or school systems with which they are associated.

**Approved: November 19, 2005**

**Last Revised: November 19, 2005**

# **Connecticut Odyssey of the Mind Policy Guide**

## **Policy on the Refund of Tournament Registration Fees**

Connecticut Odyssey of the Mind (CTOM, Inc.) sponsors the CTOM State Tournament. In order to stage an orderly and successful State Tournament, CTOM, Inc. requires teams to register to participate and pay a registration fee to be used to pay the expenses of the tournament.

The purpose of the policy is to:

1. Explain the requirements for registration, fees and the recruitment of judges and volunteers.
2. Provide guidance in setting timelines for teams to meet the registration deadline but withdraw from the State Tournament if necessary.
3. Detail conditions under which teams may withdraw without penalty (e.g., receive a refund of fees paid).

Background

1. Registration fees are collected to offset the costs of staging the State Tournament.
2. Judges are recruited and trained so as to assemble judging teams knowledgeable in each problem.
3. Volunteers are recruited to assist in the variety of tasks that contribute to a successful tournament.

Expectations

Teams will:

1. Register within the time frame (and by the deadline) set each year by CTOM.
2. Pay the appropriate registration fee by the designated deadline
3. Recruit the required judge(s) and volunteer(s) as set forth by CTOM, Inc. for that tournament year.
4. Complete any other requirements of the registration process prior to the designated deadline.

Conditions for the Refund of registration fees:

1. The head coach of a team wishing to withdraw from the State Tournament will notify the Treasurer, CTOM, Inc. of their desire to withdraw from the State Tournament.
2. The Treasurer must receive this notification of withdrawal no later than 14 days prior to Judge Training. This date will be set each tournament year and published on the CTOM, Inc. website.
3. Teams notifying the Treasurer, CTOM, Inc. will be entitled to a full refund of their registration fees.
4. Teams withdrawing from the tournament after the designated date of 14 days prior to the Judge Training will not be eligible for a refund.

**Approved: September 16, 2017**

**Last Revised: September 16, 2017**

# **Connecticut Odyssey of the Mind Policy Guide**

## **Policy on the Refund of Tournament Registration Fees in the Event of Tournament Cancellation**

Background:

Connecticut Odyssey of the Mind (CTOM, Inc.) sponsors the CTOM state tournament. In order to stage an orderly and successful tournament, CTOM, Inc. requires teams to register to participate and to pay in advance a registration fee which is used to defray the expenses of the tournament. Portions of the registration fee also are used to pay for the expenses of coach training, judge training and Odyssey Day workshops.

The purpose of this policy is to:

1. Detail how CTOM will refund the registration fee to a team in the event the tournament is cancelled.

Conditions for the Refund of Registration Fees:

1. In the event the tournament is cancelled, CTOM will refund to a team the amount of its Connecticut tournament registration fee, less \$50, which will be retained by CTOM to defray costs it has already expended for coach training events and Odyssey Day workshops.
2. The refund check will be made payable to the same school, organization, entity or person who made the original registration fee payment.
3. Refund checks will be issued no later than 4 weeks after the originally scheduled date for the tournament.

**Approved: February 7, 2019**

**Last Revised: February 7, 2019**

# Connecticut Odyssey of the Mind Policy Guide

## Policy for Team Member Participation on Multiple Teams

### The Purpose of this Policy

The heart of CTOM is the quality and fairness of all aspects of our programs, especially our tournaments. A critical aspect of this fairness concerns team members and teams competing in multiple problems in one tournament.

While teams may compete in multiple problems in a tournament, the rules of Outside Assistance must also be taken into consideration. Any change in the members on the team could ultimately result in ideas from a member on one team making their way into the solution for the other team.

This policy is intended to maintain the level of fairness that is both expected and required in order to conduct a tournament that provides equal opportunity to all teams.

### Student Participation

A student may be a member of a team that is competing in multiple problems. However, a student may not be a member of multiple teams where the composition of the team (i.e., the roster of team members) is not the same for all problems in which it intends to compete.

### Team Participation

A team may compete in multiple problems. The composition of the team must remain the same for all the problems in which it intends to compete.

Additionally, for each problem in which it wants to compete, the team must

1. register;
2. pay all applicable registration fees;
3. provide the required number of judges and
4. provide the number of volunteers required under the rules in effect at the time.

A team will receive scores for each problem and will be eligible for an invitation to World Finals depending on the team's placement and the rules in effect at the time.

**Approved: October 18, 2012**

**Last Revised: October 18, 2012**

# **Connecticut Odyssey of the Mind Policy Guide**

## **Policy on CTOM Tournament and World Finals Conduct**

### **Expectations**

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

CTOM and Odyssey of the Mind expect that teams and coaches will conduct themselves, when involved with Odyssey of the Mind activities, 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.

### **Potential Reasons for Discipline**

Potential Reasons for Discipline are outlined in the Odyssey of the Mind Program Guide. While reasons for discipline are not limited to that list, CTOM emphasizes that it considers the following Potential Reasons for Discipline

- Conduct which sets a poor example for other teams or reflects poorly on CTOM, such as destruction of property, inappropriate language, inappropriate signs and banners, inappropriate extensive horseplay etc.
- Conduct which is rude or disrespectful of other teams, judges, or volunteers etc.

### **Potential Disciplinary Actions**

Potential Disciplinary Actions are outlined in the Odyssey of the Mind Program Guide. CTOM endorses these potential actions for all of its tournaments and events. As stated in that document: *“Teams and/or individuals will be disciplined according to the type and scope of infraction they commit. In some instances the team will be given a written warning. This will come from the Tournament Director or Association Director and be sent to the coach of the team and, if appropriate, the parents of the team members. Some behavior will result in immediate disqualification and removal from the event. This is at the sole discretion of the licensed association and/or representative of the tournament host site. For World Finals, CCI will also have authority to take action regarding inappropriate behavior.”*

When time permits the Association Director or Tournament Director will consult with members of the CTOM Executive Board before taking action that would immediately prevent a team from performing in a competition, however, the safety of every participant, producing a fair tournament, and the protection of property must take the highest priority.

### **World Finals Conduct and Discipline**

It is the responsibility of the CTOM Association Director to represent the CTOM Board of Directors at World Finals Competitions. When the Director observes or is made aware of conduct of CTOM participants that has the potential for disciplinary actions, the Director should investigate the situation.

The Director is empowered by and responsible to the CTOM Board of Directors, to initiate or take appropriate disciplinary action consistent with the situation, including but not limited to: discussing the situation with the coach and/or team, warning the coach and/or team, and bringing the situation to the attention of the World Finals Tournament Director with a recommendation for disciplinary action including disqualification.

Subsequent to the World Finals Tournament, the Director may bring conduct to the attention of the CTOM Board of Directors, which may take disciplinary actions including those recommended in the Odyssey of the Mind Program Guide.

**Approved:        January 14, 2002**  
**Last Revised:    September 14, 2004**

# Connecticut Odyssey of the Mind Policy Guide

## Policy on Trademarks

### CTOM Trademarks

The 'Connecticut Odyssey of The Mind', 'CTOM', and the CTOM logo (brush, palate, square, tape, and folding rule) are trademarks of CTOM, Inc.

CTOM, Inc. reserves all legal rights associated with its trademarks.

### Trademark Use Prohibited Unless Expressly Approved in Writing

CTOM, Inc. trademarks may not be used by anyone or for any purpose not expressly approved in writing by either the CTOM Board of Directors, or the CTOM Executive Board. Neither the Association Director nor any Board Member has the authority to approve their use.

All uses are prohibited unless specifically approved including the following:

- Use of any CTOM trademark or similar creation on any item for sale, gift, or trade including pins and tee-shirts
- Use of any CTOM trademark or similar creation on any item on documents or marketing materials.

### Trademark Uses Expressly Approved

The following uses of CTOM trademarks are expressly approved:

- CTOM, Inc. Board Members and the Association Director may use the CTOM Trademarks on any and all documents, marketing materials, forms, websites, and merchandise, related to CTOM functions.
- Connecticut Odyssey of the Mind membership organizations and teams may use the words 'CTOM' and 'Connecticut Odyssey of the Mind' (but not the CTOM logo) in correspondence, meeting announcements, and documents indicating their past or current membership with CTOM, Inc., or possible future membership with CTOM, Inc. The context of the use of the trademark should not indicate that the organization represents CTOM, Inc. and should also indicate that “\* CTOM and Connecticut Odyssey of the Mind are trademarks of CTOM, Inc.”
- Teams may use 'CTOM' or 'Connecticut Odyssey of the Mind' (but not the CTOM logo) on tee-shirts and other items of clothing which are custom made for exclusive use by a single team's or organization's team members, and coaches, not for sale or trade.

### Potential Disciplinary Actions

In most cases it is expected that trademark violations will be oversights, and quickly corrected by a simple explanation of this policy by a Board Member or the Association Director. In other cases, where appropriate, disciplinary actions such as those referenced in the CTOM Policy, *Policy on CTOM Tournament and World Finals Conduct*, may be invoked.

No team will be penalized or disciplined for using a CTOM trademark or similar creation as part of its solution to a problem.

Again, CTOM, Inc. reserves all legal rights associated with its trademarks.

**Approved: January 17, 2004**  
**Last Revised: January 17, 2004**

# Connecticut Odyssey of the Mind Policy Guide

## Policy on CTOM Tournament Tribunals

### Criteria of Eligibility for Tribunal

Decisions made by judging teams are subject to review by a Tribunal, ONLY when those decisions meet one or more of the following eligibility criteria:

- A coach/team believes that the judging team has misinterpreted one or more general problem rules and/or one or more rules specific to the Problem;
- A coach/team believes that the judging team has misapplied one or more general problem rules and/or one or more rules specific to the Problem.
- A team believes that a penalty has been mis-assigned in a way which exceeds the intention of the specific penalty in the problem or program guide.

### Procedures for Requesting and Conducting Tribunals

1. Within 30 minutes after the completion of a team's long-term performance, the Head Judge will provide the raw, long term score (not including the style score) to the Coach of the team, with the exception of the first four competing teams. In those cases and in those cases only, the raw long-term score shall be provided no longer than 90 minutes after the completion of the team's performance.
2. The time at which the Coach received the raw long term score from the Head Judge shall be noted on the Score Form.
3. The Coach shall have 30 minutes from the receipt of the long-term score to seek clarification or information from the Head Judge.
4. The Head Judge shall gather the information/clarification content from necessary sources and will provide it to the Coach. The Head Judge shall be required to spend no more than 5 minutes to provide the clarification/information to the Coach. For further clarification/information, the Coach shall be directed to consult with the Problem Captain.
5. Within 20 minutes of the completion of the conference with the Head Judge, the Coach must begin the consultation with the Problem Captain.
6. If the issues are not satisfactorily resolved, the Coach must complete the "Request for Tribunal" form. The form shall require the Coach to identify the specific contested issues; these issues must meet one or more of the Criteria of Eligibility for Tribunal outlined above. This form must be submitted to the Problem Captain within 20 minutes of the completion of the discussion with the Problem Captain.
7. The Problem Captain shall immediately alert the Tournament Director of the potential need to convene a Tribunal.
8. Upon receipt of the completed "Request for Tribunal" form, the Tournament Director shall appoint and convene an appropriately constituted Tribunal as soon as possible. The Tribunal shall consist of the Tournament Director, the Problem Captain(s) of the Problem involved and one other individual who is a CTOM Board member. To assure an objective review of the issues, the Tournament Director shall take into consideration any potential conflicts of interest and, in appointing the Tribunal, may substitute a CTOM Board member for any of the Tribunal members. In the event that more than one Tribunal must be convened at the same time, the Tournament Director will substitute a CTOM Board member for him/herself.
9. The Tournament Director shall contact the Coach and inform him/her of the scheduled time and location at which the Tribunal will convene. The Problem Captain shall request the Coach to convene his/her full team at a designated location near the site of the Tribunal, to be readily available for consultation if needed. Further, the Tournament Director will request the Coach to work with the team to select its representative to the Tribunal, in the event one is required.
10. The Tribunal shall convene, in private, to review the issues/concerns identified on the "Request for Tribunal" form.
11. The Tribunal will request the Coach to join them to present orally his/her arguments. The Coach may request that a representative of the team accompany her/him.

## **Connecticut Odyssey of the Mind Policy Guide**

### **Policy on CTOM Tournament Tribunals (continued)**

12. The Tribunal will gather whatever information is needed to make a fair and informed decision. The Tribunal may request that the appropriate Head Judge join them to answer any questions and provide information. At the sole discretion of the Tribunal, the questioning of the Head Judge may or may not be in the presence of the Coach and team representative.
13. After all relevant information has been obtained, the Tribunal will convene in executive session. Decisions will be reached by vote; the decision need not be unanimous.
14. The full Tribunal shall inform the Coach and team representative, in person, of the results of the Tribunal. The Tribunal shall outline the reasons for the decision. There shall be no discussion or argument at this point; the purpose is to assure that the Coach and the team know of the decision and the reasons for it.
15. The Tribunal will complete the "Decision of the Tribunal" form, after informing the Coach/team of its decision in person. A copy of the form will be mailed to the Coach following the Tournament.
16. The decision shall be communicated immediately to the Scoring Room by the Tournament Director.
17. The decision of the Tribunal shall be final and binding.

### **Time Limits Final for Coaches and Teams**

When necessary, CTOM and the Tournament Director reserve the right to extend any time limit which it has provided for itself in this policy. Regardless of circumstance, time limits for coaches/teams must be strictly followed.

**Approved: January 14, 2002**

**Last Revised: March 10, 2002**