

Welcome! Thank you for registering your team with the East Central PA Region of Odyssey of the Mind. Please read through this document for important information regarding training, tournament registration, and required clearances. Feel free to contact us at regionaldirector.ec@paodyssey.com with any questions.

Coaches

Coach training will be held as a series of workshops and question and answer sessions this year. Please go to <https://ecpaodyssey.com/> for an updated list of events. There will be a mandatory training session for all coaches.

Judges

Please remember that each team is required to supply the following judges for the tournament at Millersville University on Mar 2, 2024:

- one long-term judge per team (1 substitute also recommended)
- one spontaneous judge per team.

Each judge MUST be registered by January 20, 2024, and MUST attend **judges training on Saturday, Feb 3, 2024**, MUST be available all day for **regionals, Saturday, March 2, 2024** with a snow make-up date TBD.

Judges representing teams who advance to State Finals Must be available to judge all day at the State Finals Tournament on **Saturday, March 2, 2024**. The team will receive a 25 point penalty for each judge not present.

To complete the regional tournament registration process, your judges will be required to submit a judge/volunteer registration form. Register your judges at www.odysseyofthemind.com/directors/ootm_record.php. When registering a judge, we recommend using a personal email address, rather than a school or work address, so that we can reach them on training and tournament days in the case of weather delay.

Tournament Registration

Deadline for registration: January 15, 2024

Registration fee is \$35 per membership and \$50 per team by 12/30/23, or \$40 per membership and \$50 per team after that.

Please make check payable to: **EC-PA Odyssey of the Mind** and mail to our treasurer:

**EC-PA Odyssey of the Mind
C/O Lynn Fyfe
50 Ridings Way
Lititz, PA 17543**

Please note that your team will not be officially registered for the tournament until the team's registration, coaches' clearances, and judges' registrations have been received and all registration fees have been paid for by the registration deadline.

To access your team's data base, choose "member area" on the national website (www.odysseyofthemind.com). Your username and password were provided upon registration. This will allow you to correct errors or make changes (such as a new email address). You may also add a team member (prior to deadline) if your original roster contains fewer than 7 team members. You WILL NOT be able to remove team members. Judges/volunteers will receive confirmation with username & password, allowing them to update information on their database.

PA Required Clearances for Coaches

PENNSYLVANIA LAW REQUIRES that every adult who supervises children in an employment or volunteer organization apply for and submit a set of verified state and federal clearances. This law applies to adults who function as supervisors of other people's minor children, under the auspices of a public or private institution, regardless of the type of activity.

It is the responsibility of the sponsoring school or organization that you are representing to maintain on file all background clearances required by the Commonwealth of Pennsylvania for each coach and adult volunteer who supervises other people's minor children. In addition, Millersville University, our EC-PA Regional Tournament venue, requires EC-PA, by contract, to collect documentation of the PA State Required Clearances from all of our region's coaches: Head Coaches, Co-Coaches, and Assistant Coaches included.

It is the head coach's responsibility to make sure all co-coaches, assistant coaches, or volunteers have the appropriate clearances documented with the corresponding school/organization that they are representing. The head coach is to make sure that the attached verification form is completed for all volunteers. All clearances must be submitted no later than February 1, 2024.

If you have already obtained your state required clearances:

Please print the Letter to Organization Administrators with the included Clearances Checklist. Submit the Letter/Checklist document to the designated administrator of your sponsoring organization.

- 1) Ask the administrator to copy the form (on last page of this enclosure) with the checklist onto official school/organizational letterhead or staple a page that reads "Verified" on their letterhead to the form. We need a copy of the official letterhead.
- 2) Ask him/her to complete the check list verifying that your clearances are on file, and to sign and date the document. Once the administrator has completed the "clearances on file" check list and signed/dated the letter, please sign/date it yourself and send it to:

**EC PA Odyssey of the Mind,
c/o Zina Jensen
126 Hickory Road
Carlisle, PA 17015**

You may also send the documents electronically to
clearances.ec@paodyssey.com

If you need to apply for the required clearances:

Go to <https://ecpaodyssey.com/coaches-info/child-clearance-coaches-information/>. If you need assistance with this process, please contact Lynn Fyfe at regionaldirectoc.ec@paodyssey.com.

PENNSYLVANIA ODYSSEY OF THE MIND: EAST-CENTRAL REGION
VERIFICATION OF REQUIRED STATE and FEDERAL CLEARANCES for TEAM COACHES

Dear Administrator,

Your school or organization is the designated sponsor for a team that is preparing to compete in the 2024 Pennsylvania Odyssey of the Mind Creative Problem-Solving Competition. In order to comply with the Commonwealth of Pennsylvania regulations that govern background checks and clearances, we are requiring you to verify that your organization has the following clearances on file for the individual whose name is listed below as a coach, co-coach, or assistant coach for your organization's team(s).

We are not requesting copies of the clearances themselves, only your verification, in writing, that this coach's clearances are on file in your system. If you have any questions, you may contact me at the email address provided. Numbered items 1, 2, 3

1) Copy this document on to your organization's official letterhead.

2) Affix your initials in the space provided below for each of the clearances listed which you have on file in your system.

3) Sign and date the document. Upon completion, please return the document to the team coach. The team coach will also sign and date the document and mail it to EC-PA Odyssey of the Mind, C/O Zina Jensen, 125 Hickory Road, Carlisle, PA 17015 or email it clearances.ec@paodyssey.com. The completed document will be retained in our records.

Thank you for your cooperation and good luck to your Odyssey of the Mind team(s)!

Team Registration Name: _____ OotM Membership #: _____

Coach's Name: _____ Problem#: ___ Division: ___

Sponsor School or Organization Name: _____

Sponsor Organization ADMINISTRATOR: Please initial, sign, and date below, to verify that the identified OotM Team Coach has submitted the required clearances to you:

1. Child Abuse Clearance Admin. Initials: _____

2. PA State Police Clearance Admin. Initials: _____

3. FBI Clearance Admin. Initials: _____

Administrator Signature & Date:

_____ Title: _____

Head Coach's Signature & Date:
