

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 Trainings

Coaches' 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.

The first session will be held in person in Lebanon, PA. Please join us regardless of whether or not you have coached in the past. We will have information sessions for veteran and beginner coaches.

Time: **Saturday, November 2, 2024**

Coaches Training: In-Person

(Please RSVP by Wed, Oct 30, 2024 if you are coming)

Contact: Lorraine Lowrie regionaldirector.ec@paodyssey.com

Location: St Andrews Presbyterian Church
600 South 12th Street, Lebanon, PA 17042

Time: 9:30am till 12:00pm

Judges

Please remember that each team is required to supply the following judges for the tournament at Millersville University on Mar 8, 2025:

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

Each judge:

1. MUST be registered by January 25, 2025
2. MUST attend **judges training on Saturday, Feb 8, 2025**
3. MUST be available all day for **regionals, Saturday, March 8, 2025** with a snow make-up date TBD.
4. Judges representing teams who advance to State Finals MUST be available to judge all day at the State Finals Tournament on **Saturday, April 5, 2025.**

The team will receive a 25 point penalty for each judge not present.

As of this moment, you are not able to register judges on the Odyssey of The Mind national site.

When available, you can register your judges through the Members area at <https://odysseyofthemind.com/member-area/>. Please check the site regularly as it will become available soon.

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, 2025**

Registration fee has increased due to a substantial increase in facilities usage fees. We will implement new fees across three years as deemed necessary. This year each team will be assessed a flat **\$100.00 registration fee per team.**

The regional fee form is available to <https://ecpaodyssey.com/coaches/>

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**

As of this moment, you are not able to register for the regional tournament on the Odyssey Of The Mind national site.

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 information and register for the tournament:

1. Go to the "member area" on the national website
<https://odysseyofthemind.com/member-area/>
2. Login to the area. Your username and password were provided upon registration.
3. Double check that your team information is correct.

- a. Update any contact information for the coaches.
 - b. You may add a team member (prior to deadline) if your original roster contains fewer than 7 team members.
 - c. You **WILL NOT** be able to remove team members.
4. Search for the register for East Central Tournament link. Follow the instructions on the screen to complete your registration.
 5. Judges/volunteers will receive confirmation with username & password, allowing them to update their information on the website.

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, 2025.

If you have already obtained your state required clearances:

Please print the Letter to Organization Administrators **attached to the end of this document**. 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.

3. 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**

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



If you need to apply for the required clearances

Go <https://ecpaodyssey.com/coaches/obtaining-child-clearances/> for information. If you need assistance with this process, please contact Lorraine Lowrie at regionaldirector.ec@paodyssey.com.

**Don't forget to print the form on the next page
for clearances!**

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 2025 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:
