

Quick Guide - Facilitators

REGISTER YOUR SCHOOL

The TOM Portal at www.tom.edu.au is where you can communicate with TOM. You can register your school; nominate the team's chosen challenge and team members' names; access resources such as manuals, forms and practice challenges; register for workshops; access participation certificates; provide feedback; and ask questions.

When registering you must select the correct branch and region from the choices provided, and enter the anticipated number of teams. There is no limit to the number of teams a school can enter. To find School registration closing dates please go to tom.edu.au and navigate to your Branch for details.

The school registration fee is \$250 and the team fee is \$50 per team. Both the registration fee and team fee will be invoiced together, based on the anticipated number of teams entered. An email will be forwarded to you to confirm your registration with a tax invoice attached. Any additional teams can be added later and will be invoiced accordingly.

Hint: if you are unsure how many teams your school may have, just enter 1 at this stage.

YOUR TEAMS

You must have exactly seven team members in each team. In the Primary and Secondary Divisions, there are no year level restrictions. This means teams can have mixed year levels or one single year level

A team with fewer than five members will be considered to be not conforming but is to participate without penalty, however will be unable to be awarded honours or first place.

The same team members must do both the Long Term and Spontaneous Challenges. No substitution of team members is allowed.

Each team must be assigned a facilitator, who is usually a teacher or parent, although some schools use Year 11 and Year 12 students.

Hint: select your teams early in the year and get a commitment from each member to be available for the six weeks of the program and be able to attend Tournament Day - before accepting them.

TRAINING YOUR TEAMS

Run an information session for students, parents and assisting teachers to outline the program.

Many schools use term 2 to begin training the students. This may include: team-building exercises; learning and practising creative thinking and drama skills; practising lots of Spontaneous Challenges; and discussing the Long Term Challenge structure, scoring and rules.

TOM has various resources available for sale to assist you to train your teams, including past Long Term, Three Hour and Spontaneous Challenges on CD, an Introductory DVD outlining the TOM Program, and two handbooks - *Resources for Team Facilitators* and *Simply Spontaneous*. Orders for TOM resources must be made via the TOM website www.tom.edu.au.



UNPACK THE CHALLENGES

Check your Branch website for the day when the four Long Term Challenges will be available for download. These are usually at the beginning of Term 3.

There are four Long Term Challenge disciplines:

- STEM
- The ARTS
- Language Literature
- Social Sciences.

Each team must choose one Long Term Challenge to solve over the six weeks and then present their solution to a panel of judges and an audience on Tournament Day.

It is a fundamental element of TOM that the solution must come from the ideas of the team members.

Team facilitators, other teachers, friends or family cannot help the team with solution ideas, but may assist in teaching any skills that they may need.

Hints: ensure the team members read every section of the Challenge carefully; remind them to look at the scoring criteria to ensure they have addressed each one; and ensure they understand all the limitations and the *Instruction Manual*.



NOMINATE YOUR TEAMS

The Challenge Pack containing the four Long Term Challenges will provide you with clear instructions on how to nominate your teams via the TOM Portal.

Check your Branch details for closure of nomination dates. Select the venue carefully, as that is the location where your teams will be timetabled.

For each team, you may note any requirements for students with special needs and any time-tabling requests for Tournament Day. Time-table requests can only be for substantive difficulties such as avoiding a

clash with a major school commitment or religious reasons. TOM will endeavour to meet your request, but no guarantee is given.

A tax invoice will be emailed to you in the first week of August for any additional teams you have nominated since registering your school.

About 10 days prior to the Regional Tournaments, you will be notified of your teams' presentation times – each team is time-tabled for a Long Term presentation and a Spontaneous Presentation.

REGIONAL TOURNAMENT DAY

Each team's Long Term Challenge solution must be presented within a ten minute time limit inside an approximate 3 x 3 metre square performance area.

Team members should wear mainly black clothes, to which costumes and props may be added.

All costumes and props must be made by the team from the list of allowable materials found in the Challenge (see the Instruction Manual for exceptions). Recycled materials are encouraged.

The Challenge lists what will be provided for your teams at the Regional Tournament. The approx. 3x3 metre square will be marked; teams will have access to power; and have the use of two chairs and a table. Other items provided,

if any, will be listed in the Challenge. Everything else the team must bring.

At least four team members must be visible within the square at all times throughout the presentation.

Teams should arrive 45 minutes before their first presentation and register as a team with the required paperwork:

- Outside Assistance Form
- Presentation Skills Form
- A copy of the script
- Any other required items as outlined in the Challenge.

On Tournament Day each team will also be required to complete an unseen Spontaneous Challenge.

There is no audience. There is a panel of judges who score the team on its teamwork, creativity of responses and group thinking skills.

Each team is trusted to keep the Spontaneous Challenge a secret until the day and time as advised on Tournament Day.

Hints: use presentation skills to full effect; make a copy of all the forms in case they go missing on Tournament Day; ensure the team knows the requirements to gain all bonus points; practise lots of Spontaneous Challenges with the team before the Tournament; and ensure each team member has an active, definite role.

THE SPIRIT OF TOURNAMENT

TOM uses a code of conduct that requires students to undertake the program fairly and respectfully. It is called "The Spirit of TOM". Under this code teams must:

- Show respect to the judges, audience and fellow competitors at all times. This includes using appropriate language, behaving safely and participating by the TOM rules.
- Be trusted not to get 'outside assistance' in generating, developing or presenting their Challenge solution ideas.
- Ensure the Spontaneous Challenge is kept a secret until the given deadline.

IF YOU NEED HELP . .

Contact us via <https://tom.edu.au/Contact> to fill out the form which will automatically direct your query to the correct Branch.