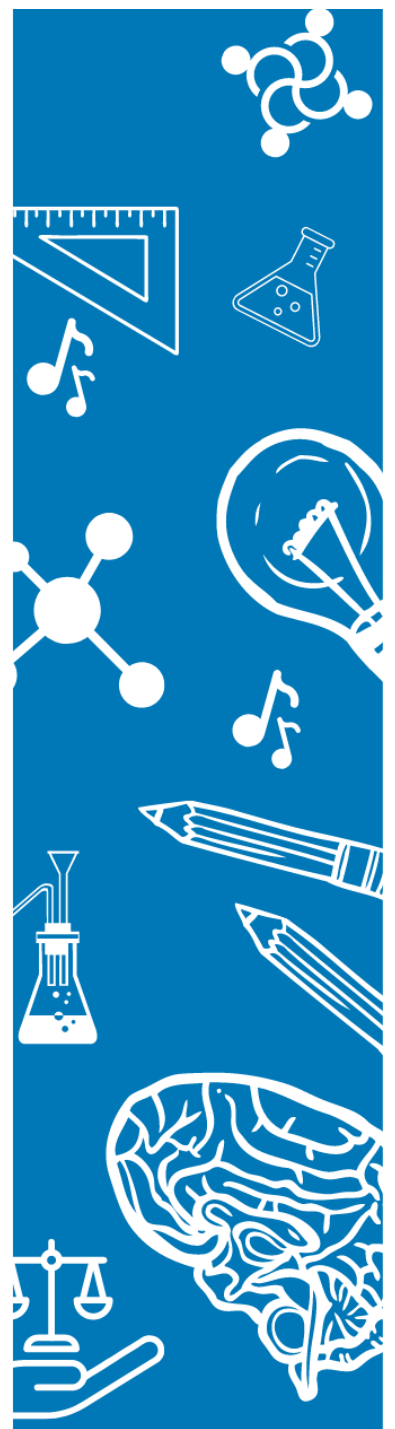




Tournament of Minds
Challenging the world



2023 **OVERSEAS**
SCHOOLS

STUDENT

INSTRUCTION

MANUAL

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Please note:

This manual **MUST** be read carefully by Team Members and Facilitators, in conjunction with the 2023 *Challenges*. The Glossary section provides additional essential information – please read it thoroughly.

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General Overview

It is important to read this manual even if you have been involved in Tournament of Minds previously.

- Division I (primary) and Division II (secondary) teams may consist of students who are from multi-year levels, OR alternatively from one year level. Division I students may compete in Division II. However, Division II students cannot compete in Division I.

Team Membership

Tournament of Minds Ltd encourages and fosters team cooperation and as such TOM activities are performed as a team. The on-going aims of Tournament of Minds have always involved inclusivity, to encourage mentorship, gain experience through friendship and peer support and overcome problems through creativity and collegiality.

Teams are made up of seven students. However, the minimum number of team members for a conforming team is five.

Only the original team members may work on the challenge during the six weeks prior to Tournament Day and if the team progresses beyond the regional level.

All team members registered on Tournament Day are to be involved in the Long-Term and Spontaneous Challenge presentations.

There must be no substitution of team members after the Team Nomination Form has been submitted. If a team member is unable to compete, the Facilitator must notify the Regional / Branch Director as soon as possible and continue with only the remaining members.

Should a team member require specific adjustments to be made, it is the responsibility of the Facilitator to note this on the Team Nomination page when submitting on the TOM Portal. Wherever possible, these adjustments will be made.

Teams that do not conform to the requirements may still participate in the Regional Tournament but will be ineligible to receive awards.

Access to Challenges

Six weeks before the Regional Tournament, the **Challenge Pack** will be made available to all facilitators from PAID registered schools. This will be accessible through the facilitator login page under the heading of 'Branch Resources'. All documents published on the TOM Portal are the official and up-to-date requirements from which teams must work. All TOM materials are copyright.

SPIRIT OF TOM

The Spirit of TOM refers to the fundamental attitude that underpins the entire program. It encompasses all the activities involved in successful personal and team participation. It is evident when teams:

- demonstrate tolerance, co-operation and fair play;
- abide by the rules of the program and are self-disciplined in their problem solving;
- respect the views and opinions of all team members; and
- respond positively to overcome obstacles encountered during the Challenge timeline.

Timeline

Check your Branch website for specific dates and make sure that you follow these.

Any changes will be sent to teams prior to the event.

To contact your Branch Director please go to: <https://tom.edu.au/contact>

For more information, visit our website: www.tom.edu.au

The Challenges

Language Literature

Language Literature asks students to investigate and apply common literary devices and language techniques. This may involve existing or original texts, where texts may be written, spoken or multimodal, and in print or digital forms.

Social Sciences

Social Sciences asks students to explore social issues and aspects of human society. This may include posing moral and ethical questions in a variety of contexts.

STEM

The combination of Science, Technology, Engineering and Mathematics (STEM) principles provides an integrated approach for students to deepen their conceptual understanding, and use their creative and critical thinking skills to solve the challenges within a real-world context

The Arts

The Arts asks students to research aspects of visual and performing arts and will require students to apply performing arts skills in creating their solutions. This may involve existing or original works of art, theatre, dance, music and song.

The Spontaneous Challenge

The Spontaneous Challenge is unseen until Tournament Day and must be solved in a set time (4 – 6 minutes) on the day. The challenge could include brainstorming type challenges, may involve drawing, creative writing or be of a “hands on nature”. The purpose of the challenge is to closely analyse the team’s ability to develop ideas and work collaboratively towards a solution.

The Long Term Challenges

The Presentation

A performance area of approximately 3m x 3m will be marked, known as 'the square'. Team members who are performing must be visibly inside this area. If the performance area is to be a different size or shape, the team will be notified prior to Tournament Day.

The judges will indicate to the team when the presentation time is to begin and when the presentation time is finished.

The total time for setting up, performing the Challenge solution, and clearing away is ten minutes. After nine minutes the judges will indicate that the team has only 'one minute remaining'. Any part of the presentation after the ten-minute mark will not be considered. Judging will cease at ten minutes and the presentation will be stopped at 11 minutes.

All seven team members must be involved in the Challenge presentation and must play a meaningful part. A minimum of four team members must be totally within the square at all times, including during scene changes.

The Tournament Director will provide:

- two chairs
- one table
- an electrical outlet that will accept a standard three-prong plug.

The table and chairs will be outside the performance area before the performance time starts and must be outside again before the timer will be stopped.

All furniture, props and backdrops are to be arranged and removed within the ten-minute time frame. However, teams may be dressed in costumes before the ten minutes begins and remain in them; audio visual equipment may be set up prior to this time with the judges' permission.

Schools will need to provide a screen if they are using a backdrop or projecting unless otherwise advised. Screens may not be used as a prop. Likewise, teams must provide their own power boards and extension cords if required. All electronic equipment, power boards and extension cords need to be tagged according to current safety regulations.

The hiring or borrowing of ready-made props and costumes/clothing is not allowed.

All ready-made clothing worn by the team must be simple, predominantly black, worn in the usual manner and must not be used in any way as costumes or props. This includes: T-shirt, shirt, tracksuit top; shorts, jeans, skirt, tracksuit pants; socks, stockings, tights. Footwear (if worn) must be predominantly black or white.

Teams must make any costumes and props from the list of 'Allowable Materials' included in the Challenge. Other items may be used, such as musical instruments and technology to enhance the presentation for all levels and all long term challenges.

No naked flames (e.g. matches, candles), sparklers, party poppers, firecrackers, smoke bombs, laser lights, sharp implements (e.g. darts or knives) or similar paraphernalia may be used.

During the presentation, a team member may ask for audience involvement, e.g. applause,

boos or laughter. Involvement of the audience, or a member of the audience, in a more direct manner, such as specific dialogue, or non-verbal coaching, is not allowed.

Multimedia Presentations

Prepared visual presentations must contain team members as featured performers. Other people may appear but may not be featured. On Tournament Day the team members must be those who appear in the photographs, slides, and/or videos.

No more than 30% of a team's presentation may be pre-recorded, unless otherwise stated in the Challenge.

Screened images must be projected to appear within or directly behind the presentation square.

Any projection equipment necessary for the successful use of media may be placed outside the square.

The use of multimedia must be such that it enhances the presentation but does not replace the presentation, i.e. the team must interact with the multimedia during their performance.

Challenge Preparations

There is a **\$AUD 75** cost limit for Language Literature, Social Sciences and The Arts, except STEM which has an allowance of **\$AUD 100**.

STEM challenges will often require teams to create a device as part of their solution. If any additional materials are required or allowed to be used, these will be listed separately to the list of allowable materials for costumes and props. The use of recycled materials, however, is strongly encouraged in all solutions. The additional **\$AUD 25** cost limit (total of \$100) is granted for the additional materials but **MUST NOT** be used for costumes and props. Use of standard school equipment and tools (including IT and audio-visual equipment and musical instruments), does not need to be costed.

Commercially produced audio/visual recordings (e.g. iTunes downloads), as well as equipment and supplies not considered as standard or accessible to all schools are to be costed and included in the cost limit as above.

Scoring

Each Long Term Challenge outlines the criteria on which that Challenge will be scored. In addition, teams earn extra points through their Presentation Skills and Bonus Points.

The Long-Term Challenge is scored out of 270 points:

- Challenge criteria total - maximum 170 points
- Presentation skills total - maximum 50 points
- Bonus points - maximum 50 points

Recordings and Media Release

Tournament of Minds Limited will not accept responsibility for any person(s) taking recordings before, during or after any TOM Ltd organised events, or for any other form of media release. This includes, but is not limited to: use of photographs, videos, newsletters, internet, audio or any other form of visual or print publication, regardless of whether the intended purpose is for private or public use.

Risk Management Policy

Tournament of Minds Limited does not accept the responsibility to undertake a 'Risk Management Plan' for any person attending Regional, Branch and/or Tournament of Minds International Finals. This rule also extends to workshops and training. Those who do attend any of the above mentioned events must undertake and implement their own Risk Assessment Plan.

Branches may be able to provide venue specific risk assessments in accordance with Branch requirements. If available, this may be located in the TOM Portal under Branch Tournament Resources.

Please refer to your school's governing body for your Risk Assessment Plan and Policy Guidelines. Remember to check your Branch website for any changes, including those related to COVID-19.

The Spontaneous Challenge

ALL TEAM MEMBERS MUST PARTICIPATE ACTIVELY IN SOLVING THE SPONTANEOUS CHALLENGE.

Teams will be supplied with paper, pens or pencils. Students must bring their own timing device, such as a stopwatch or timer (no smart watches are allowed). Teams may not take any notes or papers away from the Spontaneous Challenge room.

No-one except the judges and the team members are allowed in the Spontaneous Challenge room. No spectators, facilitators, parents or media are allowed to view this activity.

The Spontaneous Challenge will not be revealed until presented to the team by the judges. All teams will be given the same challenge. Any team member found revealing the nature of the spontaneous challenge prior to the end of the tournament will be subject to a *Violation of the Spirit of TOM* and may cause their team to be disqualified.

The Challenge will be read twice before the team's time is started. Team members may take notes after the first reading of the Challenge. No discussion may take place until after the second reading of the Challenge when the judge says '*Your time begins now*'. Two laminated copies of the Challenge will be provided to teams for the second reading.

It is important for teams to have developed the ability to work collaboratively. The judges will not answer questions related to the Challenge.

Adjustments for students with special requirements will be made in negotiation with the regional/branch director prior to the event via the TOM Portal.

The judges will indicate the end of discussion time and when the response time begins. Once the response time has begun it cannot be stopped. During the response time no further discussion is allowed between team members.

Teams will be judged on the group's thinking processes, creativity of responses and their ability to work as a team. No points are awarded for presentation unless it forms part of the solution.

Only responses given during the response time will be included in judging – anything said during discussion time but not during response time will not be assessed, no matter how relevant it is.

The Spontaneous Challenge is scored out of 150, with marks each allocated to:

- Group thinking processes - maximum 40 points
- Ability to work as a team - maximum 40 points
- Creativity of responses - maximum 70 points

Rule Violations

Most rule violations are very minor in nature and are addressed through Bonus Points. Judges will refer any serious violation of the rules to the Tournament Director. Violations may include, but are not limited to:

- Copyright violation. This includes the release of the Challenges or copyright TOM Ltd materials on public spaces, or to non-registered schools.
- Substituting participants for the nominated seven team members.
- Serious or multiple displays of unsporting conduct.
- Disclosing the Spontaneous Challenge before the end of the Tournament.
- Unwarranted outside assistance.
- Uploading video/digital footage of presentations to the Internet, including YouTube or any other social media, before all Regional Finals have been completed.
- Profanity – subject to judges' interpretation (Please be aware that the judges will not accept comments that are discriminatory or offensive in any way and they will be considered a *Violation of the Spirit of TOM*)

Team Forms

Regional Finals

At Regional Finals, the following forms must be given to Long Term Challenge judges by a team member, immediately prior to their team's Long Term Challenge presentation:

- **One copy of the script.**
- **Presentation Skills Form**
 - Teams must select two Presentation Skills which have been used to enhance the overall presentation of their solution. If the challenge has specific presentation requirements teams may NOT choose these as Presentation Skills. The nominated Presentation Skills may both be from the list on the form, or they may identify one (1) from the list and one (1) other Presentation Skill. Teams must describe in 50 words or less how each technique enhances their ability to communicate the Challenge solution.
- **Outside Assistance Form.**
 - This form must be read and signed by all team members and their Facilitator. Once the Challenges have been accessed, neither the Facilitator nor anyone else should help the team in solving the Challenge. They may, however, assist teams in developing the skills required to solve the Challenge. Additionally, adults may provide limited assistance if safety would otherwise be a concern, particularly for younger students (for example, using power tools or heating devices).
 - Any outside assistance must be acknowledged on the form for the judges to take into consideration. Teams will not be penalised if outside assistance is clearly justified and did not influence the team's final solution, but it must be acknowledged on the appropriate form.
- **Any other written materials specified in the Challenge.**

These forms must have been completed by Team Members.

These forms are listed in Section C, Presentation and Scoring, of each Long-Term Challenge.