



**TORNEIO SESI DE ROBÓTICA
FIRST LEGO LEAGUE CHALLENGE**

**Temporada 2022/2023
SUPER POWERED**

REGRAS E PROCEDIMENTOS

**PARA ADESÃO DE
OPERADORES REGIONAIS**

1. Apresentação do Programa *FIRST* LEGO League Challenge

O Departamento Nacional do SESI assumiu a partir do ano de 2013, a operação nacional do programa *FIRST* LEGO League Challenge mediante acordo de parceria operacional firmado com o Grupo *LEGO Education*, da Dinamarca. Desde então, o SESI tem promovido anualmente a organização de torneios regionais e do torneio nacional, a mobilização de novas equipes de robótica, a capacitação de técnicos e avaliadores voluntários, bem como a articulação da competição realizada no Brasil com os operadores internacionais estimulando a participação de equipes brasileiras em eventos no exterior.

Com o propósito de criar formas de aprendizado, o programa busca incentivar crianças e jovens a pensarem como cientistas e pesquisadores. Nesse sentido, o Grupo *LEGO* investe no desenvolvimento de jogos e produtos robotizados, projetados para desenvolver a criatividade e estimular formas de aprendizado lúdicas e divertidas. Desde 1999 em parceria com a organização americana *For Inspiration and Recognition of Science and Technology* (*FIRST*), a *LEGO Education* se engaja na missão de inspirar crianças e jovens a se tornarem líderes em ciências e tecnologia, construindo um movimento global por meio da criação do programa *FIRST* LEGO League.

Por meio de projetos inovadores e competições de robótica, o programa *FIRST* LEGO League Challenge busca estimular o desenvolvimento de habilidades técnicas e competências socioemocionais em estudantes da faixa etária de 9 a 16 anos, completados até o final da temporada vigente. Essa iniciativa auxilia no processo de aprendizado das disciplinas relacionadas às áreas de ciências, tecnologia, engenharia, artes e matemática (*STEAM*). O programa baseia-se em desafios lançados anualmente com temas atuais, sempre relacionados a problemas do mundo real em que os jovens são desafiados a construir e projetar robôs para cumprir missões específicas, como também a propor soluções concretas e criativas para os problemas discutidos. Os jovens são avaliados nas categorias Projeto de Inovação, Desempenho do Robô, Design

do Robô e *Core Values* (que refletem os valores implícitos na competição).

2. Expansão do Programa – Operadores Regionais

Considerando o crescimento do número de equipes, o Departamento Nacional do SESI optou por abrir candidatura para a organização de torneios estaduais e de seletivas oficiais relacionadas ao programa *FIRST LEGO League Challenge*. Podem participar da candidatura, apenas Departamentos Regionais do SESI, Instituições de Ensino das Redes Pública e Particular, Universidades e Institutos Técnicos. Os parceiros selecionados deverão firmar com o Departamento Nacional do SESI, um Termo de Adesão (Anexo II), declarando expressa concordância com os termos e condições deste documento e seus anexos.

Será selecionado apenas 01 operador regional por estado, na forma prevista no item 5 deste documento.

3. Objeto da Parceria

A parceria entre o Departamento Nacional do SESI e os operadores regionais do Torneio de Robótica *FIRST LEGO League Challenge*, se dará com o objetivo de garantir a execução das seguintes etapas do programa:

- a. Atendimento à demanda da região geográfica definida pelo operador regional no seu Plano de Trabalho por meio dos torneios regionais e/ou seletivas oficiais/micro FLL, garantindo a participação de todas as equipes inscritas para a temporada.
- b. As instituições deverão cadastrar no sistema de inscrição do SESI, todas as equipes que participarem de micro FLL/seletivas internas.
- c. Realização de **seletivas regionais oficiais**, sempre que o número de equipes inscritas para o Torneio Regional superar o número de equipes definidas em seu Plano de Trabalho. Para isso, o operador regional deverá considerar as equipes registradas no cadastro nacional de equipes, gerenciado pelo Departamento Nacional do SESI:



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- i. As **seletivas regionais oficiais** devem atender a demanda da rede pública de ensino, rede particular de ensino, de equipes de garagem e das escolas Sesi, comportando no mínimo 10 (dez) equipes. Quaisquer alterações deverão ser encaminhadas ao Sesi/DN para análise;
 - ii. As **seletivas regionais oficiais** classificam para o Torneio Regional e NUNCA para o Torneio Nacional;
 - iii. As **seletivas regionais oficiais** devem ser realizadas conforme os critérios de avaliação e os sistemas de pontuação definidos pela *FIRST* de acordo com as regras da temporada vigente. A avaliação deve obrigatoriamente contemplar as quatro categorias a saber: Projeto de Inovação, Desempenho do Robô, Design do Robô e Core Values;
 - iv. As equipes participantes das **seletivas regionais oficiais** deverão se inscrever nos eventos programados pelo operador regional por meio do cadastro nacional de equipes, gerenciado pelo Departamento Nacional do Sesi;
- d. Para a realização das **seletivas regionais oficiais**, o operador regional poderá identificar parceiros, se assim considerar adequado. O Departamento Nacional do Sesi indicará o Juiz Geral da seletiva e cobrirá as despesas de deslocamento, alimentação e hospedagem;
- e. Para a realização do **Torneio Regional**, o operador deve atender a demanda da rede pública de ensino, rede particular de ensino, de equipes de garagem e das escolas Sesi, somando mínimo de 35 equipes, as quais disputarão vagas para o Torneio Nacional;
- i. As equipes participantes do Torneio Regional deverão se inscrever nos eventos programados pelo operador regional através do cadastro nacional de equipes, gerenciado pelo Departamento Nacional do Sesi;



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OBS: Sempre que for necessária a realização de seletivas regionais oficiais, as equipes participantes do Torneio Regional deverão ser classificadas exclusivamente por meio desses eventos;

- ii. Os Torneios Regionais devem ser realizados conforme os critérios de avaliação e os sistemas de pontuação definidos pela *FIRST*. A avaliação deve obrigatoriamente contemplar as quatro categorias: Projeto de Inovação, Desempenho do Robô, Design do Robô e Core Values;
 - iii. Para realização dos Torneios Regionais o operador regional poderá identificar parceiros, se assim considerar adequado.
 - iv. O Torneio Regional que não alcançar o mínimo de 35 equipes a 40 dias de seu evento, deve comunicar o Sesi-DN para avaliação de viabilidade do torneio.
- f. O Torneio Nacional será integralmente subsidiado e organizado pelo Departamento Nacional do Sesi.

4. Condições para a Operação Regional

- a. Manifestação formal de interesse e submissão do Plano de Trabalho anual ao Sesi Departamento Nacional, para a temporada atual (agosto de 2022 a julho de 2023), elaborado conforme as condições estabelecidas neste documento e no modelo de Plano de Trabalho (Anexo I).
- b. O Termo de Adesão (Anexo II) e o Plano de Trabalho preenchidos devem ser assinados e encaminhados ao Sesi/DN.
- c. Atendimento aos critérios definidos pela LEGO Education no *Traffic Light* (Anexo III), pela *FIRST* no Manual de Torneios (Anexo IV) e pelo Sesi/DN neste documento.

5. Processo de Candidatura

A candidatura de Departamentos Regionais do Sesi ou outras instituições, deverá ser encaminhada ao Departamento Nacional do Sesi até as **23:59 do**



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dia 18 de julho de 2022, para o e-mail marcos.sousa@sesicni.com.br. Os documentos originais assinados, deverão ser encaminhados via malote (no caso dos Regionais Sesi), e via correio para as demais instituições candidatas para o endereço: **Gerência de Educação - SBN Quadra 01 – Ed. Armando Monteiro Neto – 15º andar - Brasília/DF – CEP: 70040-010.**

Serão consideradas válidas apenas as candidaturas encaminhadas com o Termo de Adesão e o Plano de Trabalho devidamente assinados por representante legal autorizado conforme modelos constantes nos Anexos I e II deste documento.

A divulgação dos parceiros selecionados ocorrerá por e-mail encaminhado aos responsáveis legais das instituições ou seus representantes, **até o dia 25 de julho de 2022**, conforme informações de contato apresentadas no Plano de Trabalho.

5.1. Critério de Avaliação do Plano de Trabalho

A avaliação dos Planos de Trabalho será realizada por um comitê gestor definido pelo Departamento Nacional do Sesi, composto por três profissionais da área de Educação Tecnológica do Sesi/DN. Para análise do Plano de Trabalho, serão considerados como critérios de avaliação: a experiência prévia do candidato com a organização de competições de robótica e no ensino de robótica educacional, a amplitude da sua proposta de atuação considerando a região geográfica de cobertura, o potencial de captação e engajamento de novas equipes, sobretudo oriundas da rede pública de ensino, os recursos a serem empregados no evento, o número de equipes estimadas para as Micro FLL, seletivas regionais oficiais e Torneio Regional, e atender os critérios definidos pela LEGO *Education* no *Traffic Light* (Anexo III), pela *FIRST* no Manual de Torneios (Anexo IV) e pelo Sesi/DN neste documento.

Os critérios para pontuação estão detalhados na tabela a seguir:

ITEM	CRITÉRIOS	PONTUAÇÃO
Experiência em organização de competições de robótica	Nenhuma	0 pontos
	Até 1 ano	5 pontos
	De 2 a 3 anos	10 pontos
	Mais de 3 anos	20 pontos
	Experiência em organização de torneios <i>FIRST</i> LEGO League Challenge	25 pontos
	Máximo de 25 pontos	
Experiência no ensino de robótica educacional (capacitação de professores ou equipes para competições)	Nenhuma	0 pontos
	Até 1 ano	5 pontos
	De 2 a 3 anos	10 pontos
	Mais de 3 anos	15 pontos
	Experiência no processo de tecnologias <i>FIRST</i> LEGO League Challenge	20 pontos
	Máximo de 20 pontos	
Recursos Humanos disponibilizados para a operação do Programa em âmbito regional	Não possui equipe própria da instituição, mas tem um grupo de voluntários dispostos a apoiar na organização do evento, da fase de planejamento até a avaliação	10 pontos
	Possui equipe própria da instituição, mas em quantidade insuficiente, necessitando recrutar um grupo de voluntários para auxiliar na organização do evento, da fase de planejamento até a avaliação	15 pontos
	Equipe própria da instituição para dar suporte à organização do evento, da fase de planejamento até a avaliação	20 pontos
	Máximo de 20 pontos	
Abrangência geográfica do Plano de Trabalho	Municipal	5 pontos
	Estadual	10 pontos
	Regional	15 pontos
	Nacional	20 pontos
	Máximo de 20 pontos	
Número estimado de equipes para o Torneio Regional	Entre 20 e 40 equipes	10 pontos
	Acima de 40 equipes	15 pontos
	Máximo de 15 pontos	
Total de Pontos = 100 pontos		

Será declarado apto à operação dos torneios, os Departamentos Regionais do SESI e/ou outras instituições que atingirem no mínimo 70 pontos do total de 100 pontos possíveis, e atenderem aos demais termos e condições deste documento de Regras e Procedimentos.

No caso de empate na pontuação, valerá a maior nota do critério “Experiência em organização de competições de robótica” e, persistindo o empate, será considerada a maior pontuação para o item “Abrangência Geográfica do Plano de Trabalho”.

Outras situações serão analisadas pelo Comitê Gestor.

A decisão do comitê gestor é soberana e irrecorrível.

6. Dos Recursos Financeiros

Não haverá repasse de recursos entre o operador nacional e operadores regionais, os quais deverão cumprir com suas responsabilidades com recursos próprios ou advindos de patrocínio de terceiros, nos termos constantes do respectivo Plano de Trabalho.

O processo de captação de patrocínio observará as condições dispostas pela LEGO Education no documento *Traffic Light* (Anexo III) destas Regras e Procedimentos. A aplicação de marcas seguirá a regra definida pelo Departamento Nacional do SESI.

Adicionalmente, os operadores poderão cobrar taxa de inscrição para a realização dos torneios, o que deverá obrigatoriamente constar no detalhamento do Plano de Trabalho. A cobrança de taxa de inscrição é opcional e deverá ser definida por cada operador regional. A taxa de inscrição poderá ser cobrada apenas uma única vez para cada equipe, a qual terá o direito a participar das seletivas regionais oficiais e do Torneio Regional.

No momento da cobrança da taxa de inscrição, os operadores deverão detalhar o que estará coberto por esse valor, a exemplo de alimentação dos competidores, integração das equipes, camisetas e outros itens.

7. Responsabilidades

7.1. Dos Operadores Regionais- Departamentos Regionais do SESI e/ou outras instituições:

Os **Departamentos Regionais do SESI** e/ou outras instituições selecionadas como operadores regionais do programa Torneio SESI de Robótica FIRST LEGO League Challenge, **deverão obrigatoriamente atender aos seguintes itens:**

- a) Organizar seu Plano de Trabalho conforme o Cronograma Geral de Atividades da Temporada 2022/2023 constante no Item 8 deste documento.
- b) Definir no Plano de Trabalho, as datas e locais dos eventos até **03 de outubro de 2022**.
- c) Realizar o processo de captação de parcerias locais, atentando-se para as condições dispostas pela LEGO Education no documento *Traffic Light* (Anexo III).
- d) Coordenar as parcerias em âmbito local e estadual para a realização de micro FLL, seletivas regionais oficiais e torneio regional, articulando-se com as instituições que manifestarem formalmente seu interesse em realizar eventos do programa *FIRST* LEGO League Challenge.
- e) Responsabilizar-se pela confirmação da inscrição das equipes conforme dados oriundos do cadastro nacional, bem como pela eventual cobrança de taxas para sua confirmação na forma definida no Plano de Trabalho.
- f) Responsabilizar-se pela obtenção de todos os documentos legais necessários para a participação das equipes e dos voluntários nas diversas etapas da competição, bem como por sua conferência, conforme descrito a seguir:
 - Termo de Adesão ao Trabalho Voluntário (para voluntários do evento);
 - Termo de autorização de uso de imagem e voz para os voluntários, técnicos e competidores, sendo este último obrigatoriamente assinado pelos responsáveis legais dos

menores;

- Termo de aceite de participação no Torneio SESI de Robótica.

OBS: o operador deverá zelar obrigatoriamente pela guarda da documentação por um período de no mínimo, cinco anos.

- g) Providenciar todos os recursos necessários para a realização das seletivas regionais oficiais e o Torneio Regional, considerando os kits da atual temporada, bem como providenciar as mesas de competição, troféus, medalhas de participação e a certificação dos participantes, atendendo as normativas do Comitê Nacional de Avaliação *FIRST* LEGO League Challenge.
- h) Selecionar, a partir do cadastro nacional de juízes voluntários, os avaliadores de suas competições atendendo as áreas de atuação exigidas para o torneio.
- A proposta de composição do time de avaliadores deverá ser submetida à análise do Departamento Nacional do SESI com antecedência mínima de 03 dias à realização do evento.
 - É necessário que a equipe de avaliadores de sala esteja devidamente capacitada em todas as categorias de avaliação da competição;
 - É vedada, pelo regulamento dos torneios, a participação de menores de 18 anos como juízes.
 - Em caso de necessidade, é permitida a participação de juízes trainees nos torneios regionais desde que previamente informado e autorizado pelo SESI/DN. O juiz trainee é um observador do processo de avaliação não tendo direito a voto e deverá ter no mínimo 16 anos.
 - Os custos de transportes, alimentação e hospedagem de juízes de avaliação locais é de total responsabilidade do operador regional.
- i) Disponibilizar infraestrutura adequada, observando os documentos legais obrigatórios para montagem e realização dos eventos, as normativas do Comitê Nacional de Avaliação *FIRST* LEGO League

Challenge, considerando os critérios mínimos definidos pela *FIRST* no Manual de Torneios (Anexo IV).

- j) Garantir a segurança do torneio realizando obrigatoriamente a contratação de itens indispensáveis como seguro para o evento, estrutura para atendimento médico emergencial e hospitalar, gerador de energia, seguranças e brigada de emergência, fornecimento de traslado e alimentação para todos os voluntários, além de água para todas as equipes participantes.
- k) Produzir e utilizar exclusivamente as peças de identidade visual do evento disponibilizadas pelo Departamento Nacional do SESI, atentando às orientações de aplicação de marcas e de identificação oficial da temporada.
- l) Organizar eventos, de capacitação geral e por categorias, para técnicos e mobilizar voluntários locais para as atividades dos torneios e seletivas regionais oficiais.
- m) Promover em parceria com o Departamento Nacional do SESI a formação de 100% do quadro de juízes necessários para atuar nas quatro áreas de avaliação do torneio regional.
- n) Em caso de seleção para etapa nacional, garantir a participação de, no mínimo, 70% da equipe participante em sua etapa regional. Em casos de substituição de membro de equipe, o novo integrante não poderá ter participado de outra equipe na atual temporada.
- o) Participar das reuniões de planejamento e acompanhamento do Programa, conforme agenda a ser divulgada pelo Departamento Nacional do SESI.
- p) Enviar relatório final das atividades e os resultados dos torneios e seletivas oficiais ao Departamento Nacional do SESI.

OBS: em caso de não atendimento a quaisquer das responsabilidades acima sem a devida justificativa, o Departamento Nacional do SESI poderá revogar a adesão do operador regional, assumindo as atribuições deste na região geográfica.

7.2. Do Departamento Nacional:

O Departamento Nacional do SESI será responsável por:

- a) Compor um Comitê Nacional de Avaliação FIRST LEGO League Challenge com a atribuição principal de responsabilizar-se tecnicamente pela uniformização da avaliação nos torneios regionais e nacional, garantindo a qualidade e a isonomia de todo o processo.
- b) Coordenar a agenda do programa em âmbito nacional, divulgando nos canais oficiais do Torneio SESI de Robótica as datas de inscrição, de capacitação de técnicos e voluntários, das seletivas oficiais e dos torneios regionais, bem como as ações de lançamento da temporada no Brasil.
- c) Fornecer aos operadores regionais todas as informações necessárias para apoiá-los na elaboração dos seus Planos de Trabalho.
- d) Disponibilizar anualmente a tradução dos materiais da Temporada.
- e) Planejar e realizar, com o apoio dos operadores regionais, capacitação de avaliadores e técnicos de equipes.
- f) Gerir o cadastro nacional de equipes e de avaliadores voluntários, disponibilizando as informações aos operadores regionais de forma correta e tempestiva.
- g) Analisar em parceria com o Comitê, as propostas de composição de time de avaliadores voluntários apresentadas pelos operadores regionais, tendo em vista garantir a transparência e a independência do processo de avaliação.
- h) Indicar, em parceria com o Comitê, o Juiz Geral e os Juízes Chefes de cada Torneio Regional, com antecedência mínima de 10 dias para a realização dos eventos.
- i) Arcar com as despesas dos membros do Comitê (Juízes Gerais dos torneios) em viagens a Torneios Regionais, assim como dos Juízes Chefes que serão indicados pelo Comitê em parceria com o SESI-DN.
- j) Cada operador regional terá garantida 03 vagas no Torneio Nacional, que correspondem aos Champion's Award de seu evento. As demais vagas serão distribuídas de acordo com a média ponderada das equipes atendidas pelo operador regional em seu Torneio Regional.

Caso o operador não possua condições para assegurar a participação do total de vagas, o SESI/DN em parceria com o Comitê Nacional de Avaliação *FIRST* LEGO League Challenge, fará a distribuição de tais vagas, de maneira transparente e criteriosa.

- k) Organizar a participação de equipes brasileiras em competições internacionais, considerando os resultados obtidos no Torneio Nacional.
- l) Promover anualmente pesquisas de percepção que visem identificar oportunidades de melhoria para a realização do Programa, divulgando os resultados obtidos aos operadores regionais.
- m) Manter a comunicação e o relacionamento com parceiros internacionais, encaminhando relatórios consolidados das ações desenvolvidas no território brasileiro.
- n) Avaliar os resultados do programa *FIRST* LEGO League Challenge com base nos relatórios enviados por cada operador regional.
- o) Divulgar o cronograma dos torneios regionais até outubro de 2021.

8. Cronograma Geral de Atividades da Temporada 2021/2022

DATA/MÊS	EVENTO	RESPONSÁVEL
Setembro 2022	Lançamento Nacional da Temporada <i>SUPER POWERED</i>	SESI - DN
Novembro/2022 – Fevereiro/2023	Seletivas/Torneios Regionais	Operadores regionais
Março 2023	Torneio Nacional	SESI -DN

Anexos

Anexo I – Modelo de Plano de Trabalho

Anexo II – Modelo de Termo de Adesão

Anexo III – *Traffic Light*

Anexo IV – Manual de Torneios

Escaneie o QRCode ao lado para preencher os Anexos I e II





Permitido - no entanto, a ética da empresa deverá sempre ser considerada e ter
 a precedência
 Não permitido

CATEGORIAS	Jr FLL/ FLL Patrocinadores	Jr FLL/ FLL Mercadoria	COMENTÁRIOS
ALIMENTOS E BEBIDAS			
Alimentos, todos			Somente patrocinadores com produtos que são considerados saudáveis em regiões/países (por exemplo, McDonald's, bala etc. não)
Bebidas, todas			Somente patrocinadores com produtos que são considerados saudáveis em regiões/países (por exemplo Coca Cola etc. não)
NÃO ALIMENTOS			
Publicações/Mídia			
Jornais e Revistas			
Livros			
CD's, DVD's de Vídeos, Música			
Empresas de Software			
Saúde e Beleza			
Cuidados odontológicos (por exemplo, Escovas de dente)			
Xampus e loções para crianças			Produtos químicos
Cosméticos, fragrâncias (incluindo Cremes dentais)			Produtos químicos
'Tatuagens'			Produtos químicos: Conhecimento de alergia através de produtos existentes
Acessórios para cabelo			
Ataduras Adesivas para Crianças			PVC frequentemente usado em ataduras adesivas
Aparelhos e Acessórios			
Vestuário para Crianças			
Calçados e Chapéus			
Sacolas, bolsas, etc.			
Relógios			
Óculos de grau e de sol			
Joias			
Provedores de Serviços			
Agências de Viagens, Aluguel de Casas de Veraneio, Hotéis, Resorts			
Cartões Telefônicos			
Cartões de Crédito			
Instituições Financeiras			
Domésticos			
Roupas de cama, toalhas, etc.			
Decoração doméstica - papéis de parede, adesivos			
Decoração doméstica - tintas			Política de materiais
Mobiliário/Casa			
Produtos para Animais Domésticos (Contenção e acessórios)			
Sistemas de armazenamento / Produtos além de mobiliário			
Mobiliário			
Puffs			PVC ou outros produtos químicos frequentemente usados em envasamento

Eletrônicos de Consumo			
Produtos domésticos conectados diretamente à rede elétrica (lâmpadas, ventiladores, telefones, lâmpadas noturnas, etc.)			Segurança conveniente a ferimentos causados pela rede de eletricidade e ventiladores
Produtos de Áudio/Vídeo conectados diretamente à rede elétrica (rádio, rádio relógio, vídeo, TV, aparelhos de DVD, aparelhos de CD, computadores, etc.)			Segurança adequada à eletricidade da rede elétrica. GQ geral relacionada a esta categoria.
Produtos de Áudio/Vídeo conectados à rede elétrica através de adaptadores (rádio, rádio relógios, vídeo, TV, aparelhos de DVD, porta retratos digitais, câmeras de vídeo, aparelhos de CD, laptops, etc.)			Segurança adequada à eletricidade da rede elétrica. O adaptador precisa ser de Classe II
Produtos de Áudio/Vídeo, operados por bateria (rádio, MP3/MP4, Vídeo, câmeras digitais, porta retratos digitais, câmeras de vídeo, etc.)			Segurança adequada a baterias recarregáveis e carregadores
Acessórios eletrônicos para vídeo, console/, computadores, MP3/MP4, telefones celulares, etc.(por exemplo, controladores de jogos, teclados, mouse de computadores, alto-falantes, WEB Cams, pen drives, drives externos, hubs, etc.)			
Acessórios não eletrônicos para vídeo, console/, computador, MP3/MP4, telefones celulares, etc.(por exemplo, skins, decorações, customização, etc.)			Segurança de brinquedos. Risco potencial se/quando conectado à rede elétrica.
Fones de ouvido			
Hardware (laptops e computadores)			Segurança adequada à eletricidade da rede elétrica.
Câmera e Filmes para Câmeras Fotográficas			
Brinquedos de Imitação (Role Plays) Eletrônicos (utensílios de espionagem, disfarces, modificadores de voz)			
Lâmpadas (operadas por bateria)			
Itens de presente			
Chaveiros			
Canetas, lápis			
Objetos decorativos de mesa, porta retratos			
Isqueiros			Questões de responsabilidade
Utensílios para casa			
Jarras para bebidas, copos, frascos			
Recipientes para alimentos, lancheiras, pratos			
Talheres			
Acessórios/utensílios de cozinha			
Porta retratos, relógios, etc.			
Equipamentos domésticos			Segurança conveniente à eletricidade

com conexão à rede elétrica			da rede elétrica - Classificação de Brinquedo Potencial
Produtos infantis			
Mamadeiras, utensílios para refeição			
Cadeiras para bebês, carrinhos para bebês,			
Têxteis (acessórios para berços e produtos para amamentação)			
Cercado para bebês e berços portáteis para viagem			
Fraldas, Toalhas, Lenços de papel, papel higiênico			
Artigos de esportes			
Bicicletas, skates, patins, equipamentos para neve, etc. incluindo equipamentos de proteção			
Bolas			
Produtos para uso ao ar livre			
Trampolins, Castelos infláveis, etc.			Legal: Questões com responsabilidade e seguro - ferimentos
Piscinas e escorregadores aquáticos			Legal: Questões de responsabilidade
Veículos dirigíveis (autopropulsionados e motorizados)			Responsabilidade e segurança. A responsabilidade deve ser atribuída ao parceiro
Paisagens de brinquedo/Cabanas de brinquedo			Questões de responsabilidade. Questões de segurança (parques de diversões)
Artigos de escritório/papel			
Papel de carta e Papel,			
Embalagens para presentes, cartões de felicitações,			
Artigos para festas (exceto velas e balões de festa)			
Artigos para festas (velas e balões de festa)			Relacionados à segurança
Imãs, exceto peças pequenas			
Imãs, peças pequenas			Relacionados à segurança
Adesivos			
Suprimentos para escritórios			Relacionados à marca
Fogos de artifício		Relacionados à GQ, CG&S e marca	GQ (lista de materiais "pólvora")
Brinquedos			
Jogos de tabuleiro			
Quebra cabeças e Cartas			
Bichinhos de pelúcia			
Brinquedos infantis			
Brinquedos operados por bateria, por exemplo, controlados por rádio			
Brinquedos de imitação (Role Plays)			
Massa de modelar para atividades	QA		Questões nos aromas
Transporte			
Carros, Conserto de carros, Aluguel de carros			
Equipamentos e acessórios para a traseira do carro (Exceto Equipamento de segurança).			
Equipamentos e acessórios para a traseira do carro			Possível somente com parceiros realmente líderes

(Equipamento de segurança).			
Pneus			
Gasolina, posto de combustível			
Óleo de motor			Relacionados à marca - somente em contextos relevantes e parceiros relevantes
Balsas, Trens e Ônibus			
Linhas Aéreas, Aeroportos			
Provedores de Serviços de Energia			
NÃO ALIMENTOS – desafio			
Detergentes, amaciantes, etc.			
Baterias			Questões de responsabilidade potencial
Provedores de serviços de comunicação móvel			
Telefones celulares/			
Dispositivos médicos (por exemplo, aparelhos auditivos)			Segurança, Legal/responsabilidade
Limpadores, Branqueadores			
NÃO PERMITIDO			
Vitaminas			A política do Grupo LEGO
Medicamentos			A política do Grupo LEGO
Tintas (industriais)			A política do Grupo LEGO
Álcool			A política do Grupo LEGO
Cigarros e Tabaco			A política do Grupo LEGO
Outras categorias			
Armas			
Defesa e segurança			Não para empresas que tenham a defesa como o seu negócio primário (por exemplo, NASA OK)
Organizações/partidos religiosos e políticos			
Indústria de produtos químicos			
Brinquedos de construção			

Tournament Manual



FIRST® LEGO® League Challenge is the result of an exciting alliance between FIRST® and the LEGO® Group.



The purpose of this manual is to provide an overview of the basic framework necessary to prepare and deliver an official *FIRST*® LEGO® League Challenge in-person tournament.

DEFINITION OF TERMS:

Program Delivery Organization (PDO): the organization contracted by *FIRST*® or LEGO® Education to offer the *FIRST* LEGO League program in a specific geographic location.

Program Delivery Partner (PDP/partner): the person or persons appointed by the PDO to manage and deliver the *FIRST* LEGO League program, including all official tournaments, in the specific geographic location.

Tournament director: oversees all aspects of the tournament and reports to the region's *FIRST* LEGO League PDP. This manual does not supersede that responsibility. The tournament director should plan according to the PDP's policies and procedures and communicate regularly with the partner.

Key volunteer: assumes a leadership role at the tournament as determined by tournament director. Key volunteers require advanced training as prescribed by *FIRST* headquarters.

Judge advisor: oversees the judging process and judging quality for the event, rather than judge teams. Ensures that *FIRST* LEGO League Challenge standards for judging and awards are followed and that *FIRST* LEGO League event rubrics are used. Responsible for overseeing all judges for the event, including any necessary pre-event communication and training. Ensures paperwork is provided for the judges (including rubrics, session flowchart, judge questions, session script, and awards list) for each judging pod. Being a judge advisor requires familiarity with the advancement policy and training to use the Official Judging Spreadsheet.

Lead judge: oversees their judging pod's team of judges and the timekeeping, completion of the judging rubrics, and handover of completed rubrics to tournament event staff. Welcomes team to the session. Interviews and observes teams. Supports the judge advisor in selecting team awards by contributing to the deliberation process and by writing short awards scripts extolling merits of winning teams. Serves as a mentor and role model for the team members and newer judges. Assists with closing ceremony in recognition of and award presentations to the teams.

Judge: interviews and observes teams together with other judges in the same judging pod using the *FIRST* LEGO League Challenge event rubrics. Serves as a mentor and role model for the team members, motivating them with useful feedback. Participates in deliberation process and as needed, in writing short awards scripts extolling merits of winning teams. Assists with closing ceremony in recognition of and award presentations to the teams.

Judging pods: previously called judging rooms, judging lanes, or judging sessions.

Head referee: helps recruit, train, and oversee all tournament referees. Has comprehensive knowledge of the season field setup, missions, rules, and challenge updates. Responsible for tracking and timing Robot Game rounds and coordinating referees with the master of ceremonies, scorekeeper, and field manager. Performs quality assurance on tournament challenge sets as well as all competition and practice fields in advance of the event. Provides scores to the judge advisor for final judging deliberations.

Referee: observes team Robot Game matches, identifies rule violations, assesses field for scoring of matches, and participates in deliberations regarding contested calls and official scores. Requires advance training on season's game, including field setup, rules, and missions. Plays a critical role in ensuring smooth flow of match play and maintaining the pace of the event. Embodies *FIRST* Core Values while monitoring and promoting sage practices on and around the playing field.

Technical advisor: works closely with tournament director. Oversees DJ, audio, visual, lighting, and computer and software needs from setup to teardown. Ensures technical systems are functional, safe, and meet event needs. Understands the hardware needs for the software used for scoring and/or display. Is the go-to person for tournament staff if computer problems arise.

Master of ceremonies (emcee): responsible for setting the tone of the competition. Creates and sustains an exciting, fun atmosphere throughout the event; embodies the spirit of *FIRST*; and is the consummate *FIRST* ambassador. Ensures the smooth flow of match play, maintains the pace of the event, and can significantly impact the quality of the competition.

Teams coordinator: coordinates communications with teams. Often oversees team check-in and/or pit administration. Produces event-related team materials including team registration packets. Works closely with the tournament director and is the point of contact for special-needs requests.

Team Pit Area: serves as the teams' home base during the event. The pit admin is located in this area and serves as an information point.

Volunteer coordinator: is responsible for the onsite management of event-day volunteers, including setting up registration for volunteers, managing any walk-on volunteers, and problem-solving. They work closely with the tournament director and venue on all volunteer logistics, including pre-event planning and communication. Please note, this is a key position that involves a large amount of work in advance of the event; individuals should only sign up for this role if directed to do so by a *FIRST* LEGO League operational partner or *FIRST* LEGO League tournament director.

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This manual is intended to help you plan your resources and needs for your in-person event.
Please adjust as your specific circumstances require.

GLOBAL STANDARD



Marks an item that is a
FIRST LEGO League Challenge
Global Standard

BEST PRACTICE



Marks an item that is a
FIRST LEGO League Challenge
Best Practice



Your Feedback Matters

If you have feedback about this
manual, please contact:

Kathy Vachon

kvachon@firstinspires.org

FIRST®, the LEGO Group, and FIRST® LEGO® League Challenge

FIRST® (FOR INSPIRATION AND RECOGNITION OF SCIENCE AND TECHNOLOGY)

Learn more about [FIRST®](#).

FIRST® LEGO® LEAGUE

[FIRST® LEGO® League](#) was formed in 1998 as an alliance between FIRST and the LEGO Group. Guided by adult coaches, FIRST LEGO League Challenge teams research a real-world problem, such as food safety, recycling, or energy, and are challenged to develop a solution. They also must design, build, and program a robot using LEGO MINDSTORMS® technology and then compete on a tabletop playing field.

All participants in a FIRST LEGO League tournament are expected to demonstrate the Core Values of FIRST. We express the FIRST philosophies of *Gracious Professionalism®* and *Coopertition®* through our Core Values:

- Discovery: We explore new skills and ideas.
- Innovation: We use creativity and persistence to solve problems.
- Impact: We apply what we learn to improve our world.
- Inclusion: We respect each other and embrace our differences.
- Teamwork: We are stronger when we work together.
- Fun: We enjoy and celebrate what we do!

[Learn more](#) about the FIRST, FIRST LEGO League, and the LEGO Group relationship and history. After a child progresses through the FIRST LEGO League divisions, they are encouraged to move up to FIRST® Tech Challenge (Grades 7-12) and/or FIRST® Robotics Competition (Grades 9-12). Explore the full progression at firstinspires.org.



FIRST Progression of Programs

FIRST combines the rigor of STEM learning with the fun and excitement of traditional sports and the inspiration that comes from community through a progression of programs that have a proven impact on learning, interest, and skill-building inside and outside of the classroom.

GRADES PREK-8 • AGES 4-16*



FIRST LEGO LEAGUE

Young Innovators Use Skills and Imagination to Solve Problems as a Team

THE CHALLENGE

Through a guided, global robotics program, students are introduced to STEM learning and exploration at an early age. Children can begin with Discover (ages 4-6) and progress through Explore (ages 6-10) and Challenge (ages 9-16*), or join at any division based on their age or grade level.

THE JOURNEY

Young children are introduced to STEM concepts and develop habits of learning through engaging, fun challenges and competitions using LEGO Education materials.

THE OUTCOME

Students gain real-world problem-solving experiences that inspire them to experiment and grow their critical thinking, coding, and design skills while building confidence, growing their knowledge, and developing habits of learning.

*Ages vary by division and country

GRADES 7-12 • AGES 12-18



FIRST TECH CHALLENGE

It's Way More Than Building Robots

THE CHALLENGE

Teams of students design, build, program, and operate robots powered by Android technology to compete head-to-head in an alliance format. Students are encouraged to create team brands and be an ambassador for FIRST and STEM in their communities.

THE JOURNEY

Teams compete at local and regional events, qualifying up to the FIRST Championship. They earn awards based on their teamwork, creativity, innovation, and the engineering design process.

THE OUTCOME

While developing their STEM skills and mastering engineering principles, students learn the value of persistence, innovation, teamwork, and the engineering design process. High school students are eligible to apply for more than \$80 million in scholarships from colleges, universities, and technical programs.

GRADES 9-12 • AGES 14-18



FIRST ROBOTICS COMPETITION

An Exciting Sport Built Around the World of STEM

THE CHALLENGE

Under strict rules, with limited time and resources, high school teams use sophisticated technology to build and program industrial-size robots for a challenging field game. Each team develops a brand, raises funds to meet its goals, and works to promote STEM in the local community.

THE JOURNEY

At district and regional events, cheering crowds root for qualifying teams as students compete with their robots for prestigious awards and a coveted spot at the FIRST Championship.

THE OUTCOME

As students learn real-world engineering concepts, they build their confidence and workforce skills and connect with professional team mentors and sponsors who can help them succeed. Plus, they can apply for more than \$80 million in college, university, and technical program scholarships.



At the heart of FIRST are its Core Values, which emphasize the contributions of others, friendly sportsmanship, teamwork, learning, and community involvement. These include: *Gracious Professionalism*® – Respect for others, being a good sport, and sharing what you learn. *Coopertition*® – Competing hard, but also helping the other teams. www.firstinspires.org

Leadership – Planning Team



ROLES FOR MANAGING ALL CHALLENGE TOURNAMENTS

Primary Roles *Required*

- Tournament Director
- Head Referee
- Judge Advisor
- Volunteer Coordinator

Secondary Roles *Recommended but not required*

- Teams Coordinator
- Technical Advisor
- Materials Coordinator
- Production Manager
- Food Coordinator
- Facilities Coordinator

Optional Roles *Not required*

- Fundraising Coordinator
- Media Coordinator

RESOURCES FOR PLANNING TEAM MEMBERS

- Former *FIRST* LEGO League participants
- Staff of other *FIRST* LEGO League tournaments
- Established *FIRST* coaches with no relationship to any team participating in the event
- Employees of tournament sponsors
- Friends or coworkers
- Elementary and middle school teachers
- Engineering and science students (from your local universities)
- Elementary Education majors (from your local universities)
- Local STEM action groups
- Parents of competition teams not participating at the current event
- Older *FIRST* participants

In-Person Venue

SEVEN PRIMARY AREAS 🗺️

Every FIRST LEGO League tournament should have these areas.



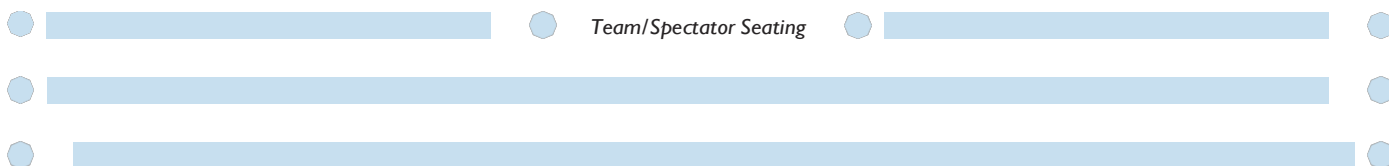
I. Opening and Closing Ceremonies Area 🗺️

Possibly video



A stage or podium for speakers.

Space for parade of teams for the Opening and a high-five line for the Closing Ceremonies.

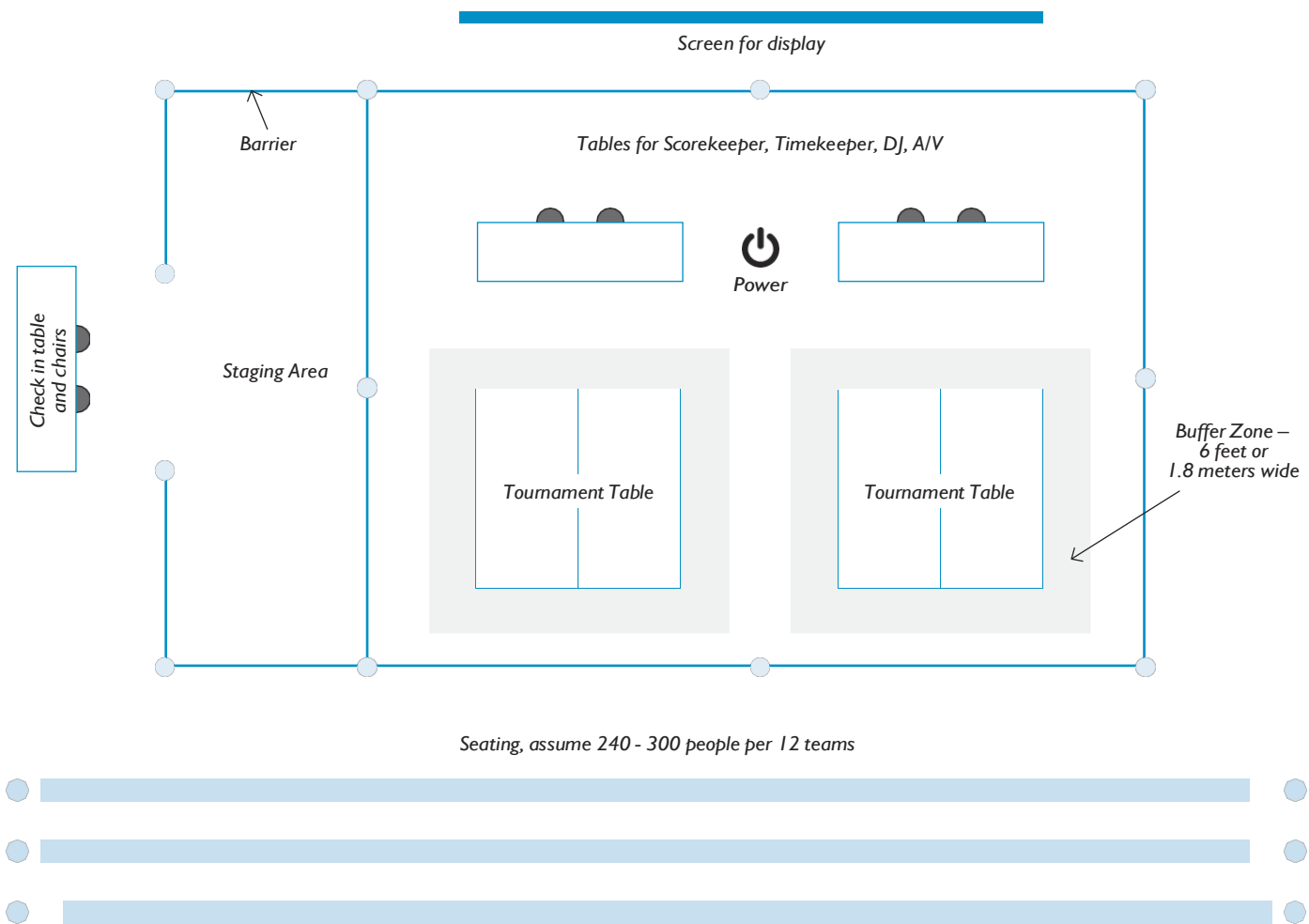


SUPPLIES AND EQUIPMENT

OPENING CEREMONY	CLOSING CEREMONY
Access to electricity	Podium or other staging for speaker
Ample seating for spectators	Audio/visual support
Built-in audio and video capacities	Space for teams to receive awards
National flag and national anthem recording or performer (per local protocol)	

2. Robot Competition Area 🌟

This area often doubles as the Opening and Closing Ceremonies Area. [See Chapter 12 for more details.](#)



SUPPLIES AND EQUIPMENT – MUST HAVE ITEMS

ROBOT GAME – MUST HAVE ITEM		
ITEM	DESCRIPTION	QUANTITY
Tournament setup	One tournament setup = two 4' x 8' competition tables together	1 per 12 teams
Table supports: legs, folding tables, saw horses, or milk crates	To support the competition tables (must support six corners for each tournament setup and four corners for each solo practice competition table)	Varies
Wood screws	To hold competition tables together	2 per tournament setup
Challenge sets	Challenge field with mat, LEGO mission models, and extra Dual Lock	2 per tournament setup
Clipboards, scoresheets, and scoring materials	Clipboards: two per tournament setup plus one for head referee and one for emcee. Blank scoresheets: one per practice or official round (at least three) per team (i.e., # Scoresheets = # Teams x # Rounds). It is helpful to have a few extra blank scoresheets. Pens or pencils: at least one per referee Tablets/phones (for electronic scoring): two per tournament setup plus one for head referee; one may be useful for emcee	See description.
Timer/stopwatch	To measure time remaining in each match (can be projected using scoring software or measured at each table by a stopwatch or cell phone timer)	1 overall or 1 per tournament setup
Small signs, if more than one tournament setup	To identify tournament setup for audience and teams (may be letter-size signs or colored table skirts that match the table names on the schedule)	2 per tournament setup

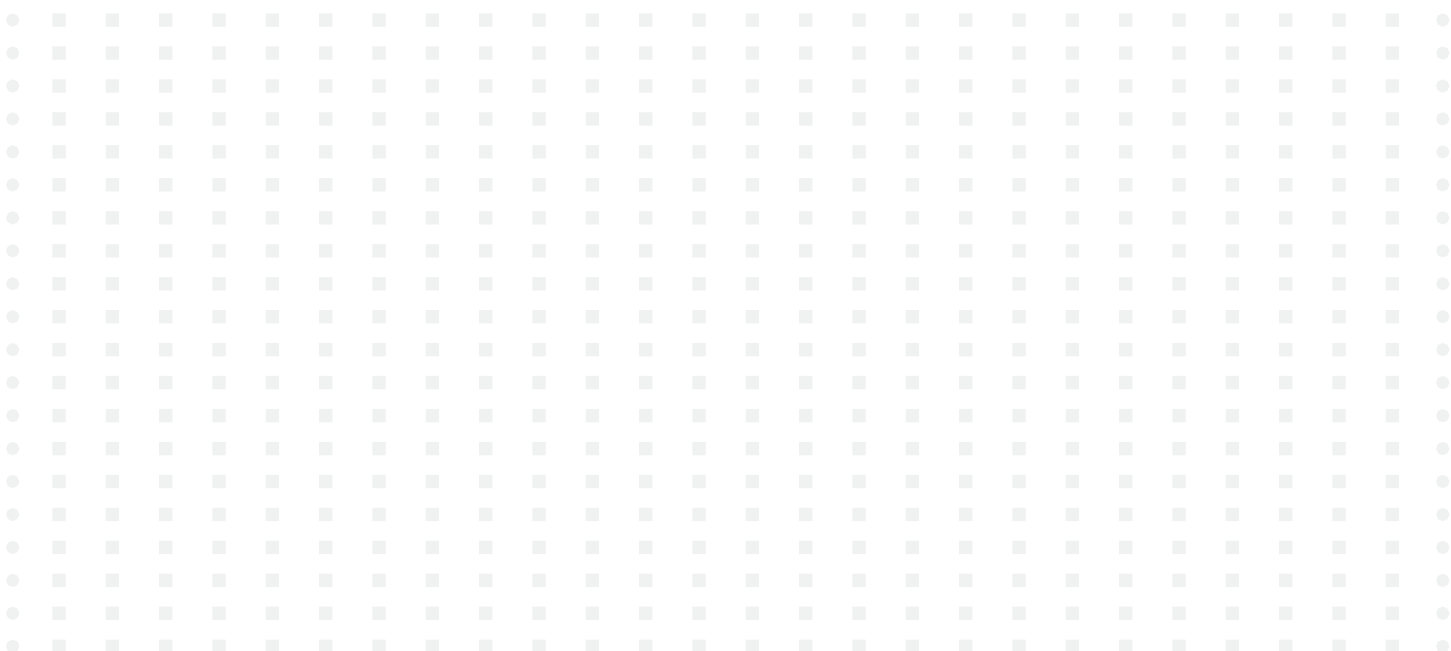
SCOREKEEPING – MUST HAVE ITEM		
ITEM	DESCRIPTION	QUANTITY
Computer	For scoring and audio/visual needs	1 or more
Extension cords and power strips	For scoring, audio/visual, and video camera support	Varies
Standard-size table	For scorekeeping, timing, and audio/visual needs; may be reused for awards	1 or more
Chairs	For scorekeeping, timing, and audio/visual needs	1 or 2 per table

SUPPLIES AND EQUIPMENT – OTHER CONSIDERATIONS/NICE-TO-HAVE ITEMS

ROBOT GAME	
Referee shirts or sports pinnies	
Spare parts	
Measuring stick to verify robot height	
Tape measure to verify longer distances	
Vacuum or duster	
Table skirts	
Ample seating for spectators: <i>Can the audience see the action? Can you keep spectators out of the competition area?</i>	
Designated spaces for the scorekeeper, time keeper, and audio/visual support	

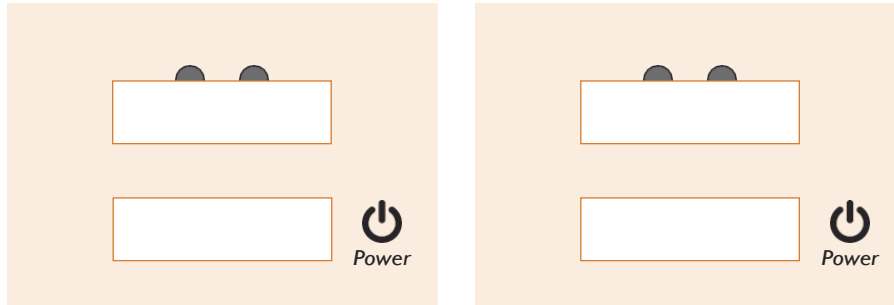
SCOREKEEPING	
Projector and screen	
Video camera	
Timer (if needed)	
Additional tables and tablecloths	

AUDIENCE COMFORT/CROWD CONTROL	
Audio system	
Audience seating	
Stanchions, cones, pipe, and drapes	



3. Judging Pod Area 🌀

Table and chairs for judges



SUPPLIES AND EQUIPMENT

CONSIDER THE FOLLOWING FOR EACH JUDGING POD

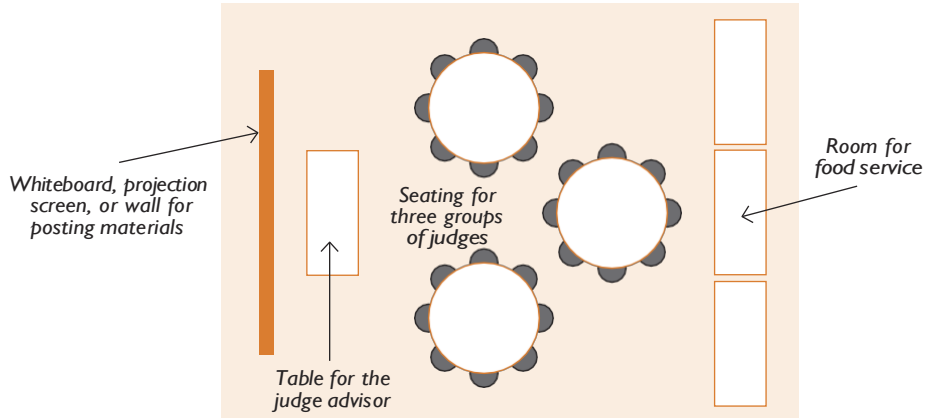
A table teams can use in their Innovation Project presentation and Robot Design explanation

An extension cord and power strip

Chairs for all team members (maximum of 10 team members and two coaches)

Chairs for spectators, if allowed

4. Judge Deliberation Room 🌀



SUPPLIES AND EQUIPMENT

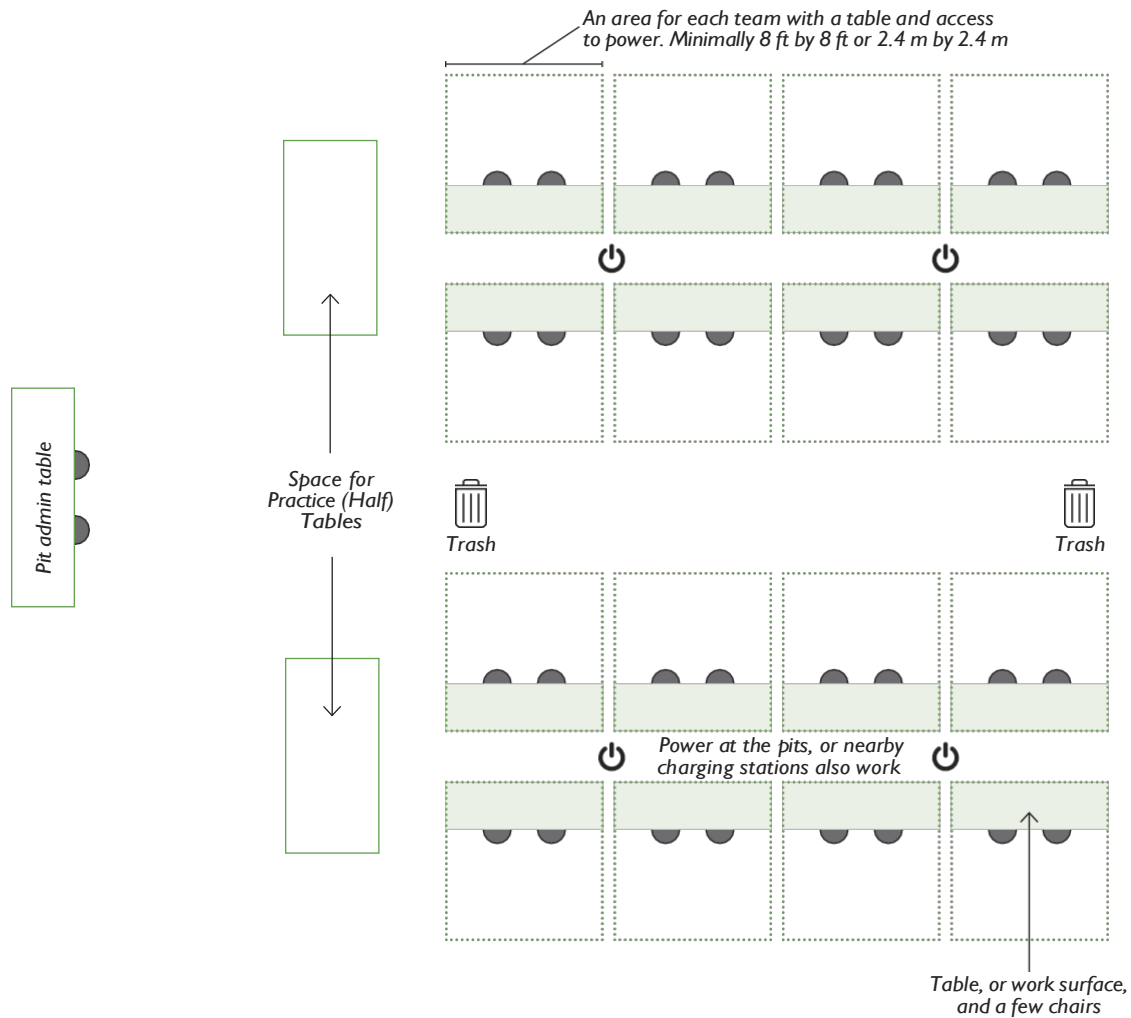
CONSIDER THE FOLLOWING FOR THIS AREA

A projector and screen

An extension cord and power strip

Tip: Keep refreshments in the area for your volunteers

5. Team Pit Area



SUPPLIES AND EQUIPMENT

CONSIDER THE FOLLOWING FOR TEAM INFORMATION UPDATES AND VOLUNTEERS WORKING IN THIS AREA

Large, open space with good traffic flow

Pit tables and chairs for teams

Space for practice tables (usually one table per 6-8 teams)

Access to electricity

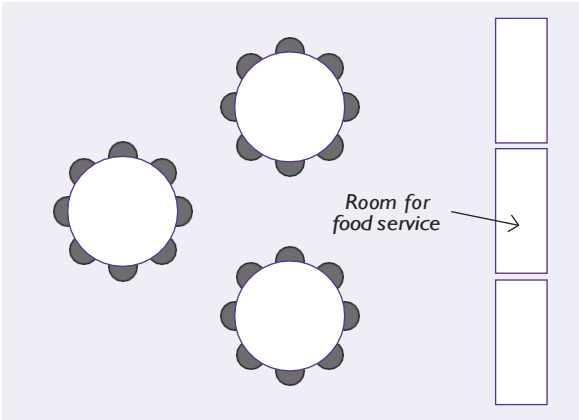
Extra tournament documents

Audio system for announcements

If food will be sold or if outside food will be permitted

Tip: Keep refreshments in the area for your volunteers

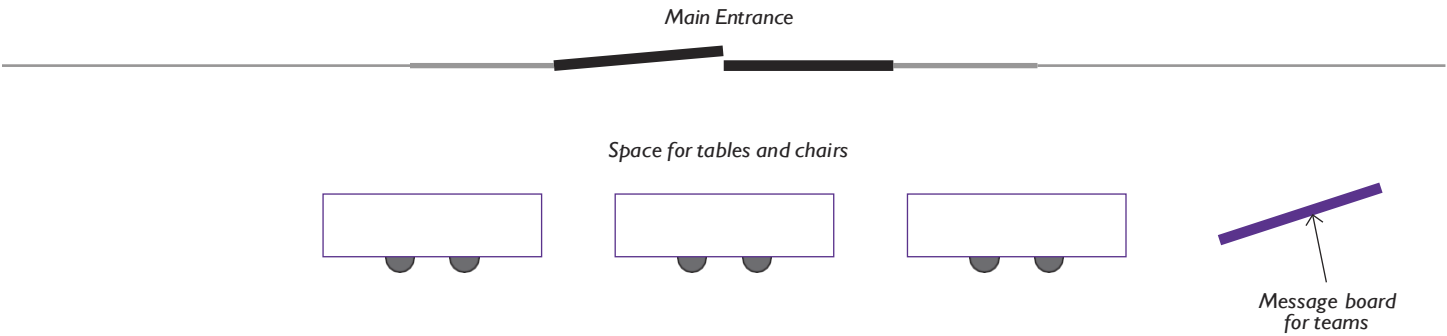
6. Referee and Event-Day Volunteer Room



SUPPLIES AND EQUIPMENT

CONSIDER THE FOLLOWING:
Secure, monitored space
Large classroom, meeting room, or cafeteria
Seating for all event-day volunteers
Room to accommodate food service
Space for coats and personal items

7. Welcome/Team Check-In/Volunteer Check-In Area



SUPPLIES AND EQUIPMENT

CONSIDER THE FOLLOWING:
Near the entrance
Easy to find
High visibility
Room for several tables



OTHER SITE CONSIDERATIONS

- Access Times. When will you need access to the site for event setup and teardown? Make sure your site contact and/or contract confirms. This is especially critical for setup. Make sure your access to the venue provides ample time for setup.
- A/V Support. What is available in-house and at what cost?
- Contract. Does the venue owner require that you sign a contract? Who will sign?
- Custodial. Will you need custodial services during the event? Talk to the venue contact.
- Emergency Services/Procedures. Does this venue require a trained first-aid person to be on-site? Are there space capacity limits that might affect your plans? ([Additional information is provided in Chapter 9.](#))
- Exterior Signage. Does the venue have multiple entrances? Do teams and spectators have different entrances?
- Lunch for Teams and Volunteers. Decide if there will be food for teams to purchase. Is there a designated place for teams and spectators to eat? Volunteer lunches should be provided at no or low cost.
- Parking. Where will teams, guests, and volunteers park? Is there ample parking?
- Security Personnel. Does the venue require security personnel for your event?
- Team Traffic Flow. Will it be easy for teams to get from one area to another?
- Venue Insurance. Many venues require insurance that covers the event.

SPACE SUMMARY

Use the following table to see the recommended numbers of judging pods and Robot Game competition tables that you will need for your event.

NUMBER OF TEAMS	MINIMUM NUMBER OF JUDGING PODS	MINIMUM NUMBER OF COMPETITION TABLES
6	1	2
7-12	2	2
13-18	3	2 or 4*
19-24	4	2 or 4*
25-30	5	4 or 6*
31-36	6	4 or 6*
37-42	7	6 or 8*
43-48	8	6 or 8*
49-54	9	8 or 10*
55-60	10	8 or 10*
61-66	11	10 or 12*
67-72	12	10 or 12*

*Depending on the time available for your event.



Preparation Timeline

EARLY KEY DECISIONS

Eight to 12 months before the event:

- Reserve and confirm your venue's date and location.
- Write your budget.
- Know your venue costs.
- Develop a fundraising plan and begin to implement it.

Four to six months before the event:

- Identify your judge advisor.
- Identify your head referee.
- Identify your volunteer coordinator.
- Create your [Volunteer Information Packet](#).

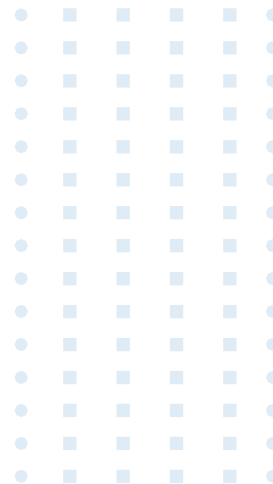


SETTING UP BEFORE THE TOURNAMENT

Robot Competition Area

Typically led by the technical advisor, head referee, and/or field manager:

- Unpack Referee, Robot Competition, Staging Area, and general supply boxes.
- Set up the tournament tables and fields.
- Attach signs to tournament tables.
- Set up the staging area for the robot competition rounds (chairs, signage, barriers, etc.).
- Hang flags, banners, and other signage.
- Set up and test audio, video, and electrical.
- Set up and test scoring station and timer.
- Cover all wiring with tape.
- Set up crowd control for competition.
- Unpack and prepare trophies and medals.



Judge Deliberation Room and Judging Pods

Typically led by the judge advisor:

- Unpack Judging Area supply box.
- Set up food tables.
- Lay out supplies (pens, paper, clipboards, markers for whiteboard, etc.).
- Lay out judging rubrics, judge prep packs, programs, team list, schedules, venue maps, etc.
- Lay out judge shirts, if applicable.
- Set up computer for judging pods, if applicable.
- Hang any signage.



Ceremonies Area

If the Robot Competition Area also serves as the Ceremonies Area, much of it will already be set up.

Typically led by the tournament director if Ceremonies Area is in its own space:

- Set up and test audio.
- Set up podium, if applicable.
- Set up and test video, if applicable.
- Review team flow during the opening and closing ceremonies.

Referee and Event-Day Volunteer Room

Typically led by the volunteer coordinator:

- Unpack Volunteer Room supply box.
- Set up food and beverage tables.
- Set up coat rack.
- Hang any signage.

Team Pit Area

Typically led by the pit admin and/or teams coordinator:

- Unpack Pit Area supply box.
- Set up team tables with team signs.
- Set up practice tables with Fields.
- Set up and test announcement system, if applicable.
- Set up pit admin tables and chairs.
- Lay out electrical distribution and cover all wiring with tape.
- Place emergency procedure folder at pit admin table, if applicable.
- Set up trash cans.
- Hang any signage.

Welcome/Team Check-In/Volunteer Check-In Area

Typically lead by the volunteer coordinator:

- Unpack Team Registration and Welcome Area supply box.
- Set up registration and welcome tables and table covers.
- Lay out schedules, programs, team lists, team registration packets, etc.
- Lay out sponsor, host site or *FIRST* literature.
- Lay out info on local restaurants.
- Lay out volunteer shirts.
- Hang any signage.
- Set up any exterior signage.

Team Lunch and Refreshment Area

Set up:

- Tables and chairs
- Trash cans
- Signage
- Tables for selling food, if applicable

Budget

THE BUDGET

Develop your budget early.

For a typical tournament, the largest costs tend to be:

- Awards/medals
- Food for volunteers
- Venue costs
- Volunteer shirts

A sample budget can be found at this [link](#).

Involve your *FIRST LEGO League* partner in budget development.

- Adhere to any requirements set by your partner.
- Especially for qualifying tournaments, your partner should tell you what he/she will provide and what you are required to provide.



Venue

Your venue costs can range from nothing (if all is donated or in-kind) to your largest budget item.

Have a clear understanding of your venue costs.

- Venue rental/charges for room usage
- Charges for audio and/or video equipment and staffing
- Custodial fees
- Security fees
- Other charges

EXAMPLES OF COMMON BUDGET ITEMS

REUSABLE

- Competition tables
- Signage
- Referee shirts
- Timers
- Extension cords
- Clipboards
- First-aid kits

CONSUMABLES

- Challenge sets
- Trophies
- Food for volunteers
- Printing
- Volunteer identification
- Team recognition
- Gaffer's tape

EQUIPMENT, FEES, IN-KIND, AND/OR BORROW

- Audio
- Video
- Venue-usage fees
- Printers
- Rentals, such as tables/chairs
- Computers
- General supplies

Teams and Communications

CHECK-IN PACKETS

The *FIRST LEGO League* Challenge Team Information Packet can be found [at this link](#). These are prepared for teams to pick up at team check-in.

WHAT TEAMS RECEIVE AFTER THE EVENT

Teams should leave your tournament with the following:

- 🏆 Awards: per *FIRST LEGO League* Global Program Standards
 - Not every team will receive one – check with your partner for the awards that will be distributed at your tournament.
- 🏆 Advancements: per *FIRST LEGO League* Global Program Standards
 - Only a percentage of teams will advance – check with your partner for the percentage of teams that will advance from your tournament.
- 📄 Rubric Feedback Sheets: every team should receive their rubric feedback sheets.
- 🏆 Team Recognition: individual certificates, ribbons, key chains, medals, or other
 - A form of recognition such as medals or certificates must be provided for all participants at championships
 - 🌟 If possible, every team member should receive recognition at a qualifying event.
 - 🌟 A high-five line is encouraged for distribution of this recognition.

GENERAL DATA PROTECTION REGULATION (GDPR)

Remember, if you collect any personal data from event participants, you must follow the [FIRST Privacy Policy](#). Personal data could include paper copies of the *FIRST* Consent and Release Form; team rosters; and coach, mentor, or volunteer contact information. Here are a few tips to keep personal data safe:

- Treat all personal data with the utmost confidentiality and security.
- Limit data use and availability to only those who need it to perform a specific role at the event.
- Never share personal data with anyone outside of the event.
- If sharing is required among personnel working the event, always use secure file transfer methods such as Microsoft OneDrive, Microsoft Teams, or encrypted email.
- Confirm that the data is private and not publicly accessible.
- Always ensure that digital data is kept in password-protected files.
- Delete any downloads of the data immediately at the conclusion of use. Make sure you delete the file from your downloads folder and trash/recycle bin.
- Destroy hard copies of files or forms containing personal data using methods such as shredding.

Contact privacy@firstinspires.org or the *FIRST* IT help desk at helpdesk@firstinspires.org if you have questions.



Scheduling

PREPARING A SCHEDULE

Before you start to prepare your schedule, there are a few things you need to consider first. Every event is different, and the schedule for the event should be tailored to suit the needs of your teams and the physical aspects of the venue. The following list should be used to guide you through the process of creating your own custom schedule.

Resources

How many teams are participating at your event? This will have an impact on the amount of resources and time you will need; for example, how many judging pods and Robot Game competition tables will be needed. The following information will help with these decisions.

JUDGING PODS

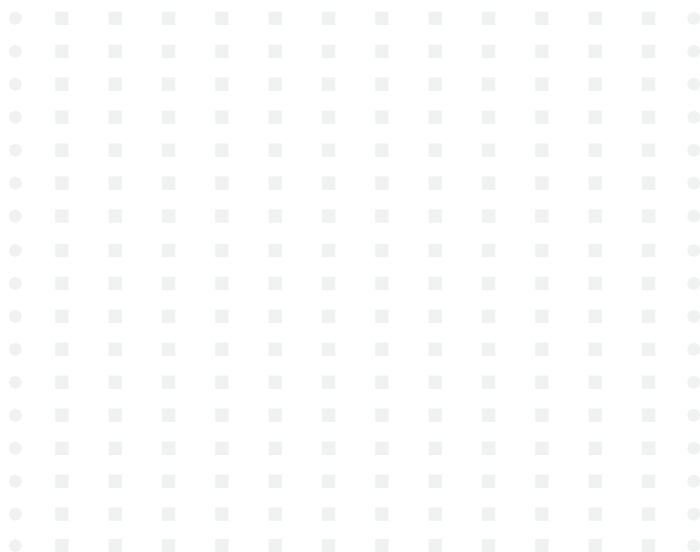
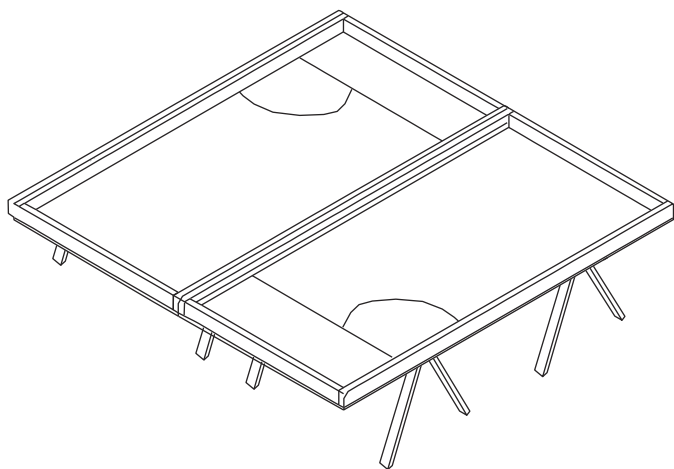
The new name for a judging room is a judging pod. This is helpful for remote or hybrid events where there may not be a physical room in which teams and judges meet. There is now only one judging session, which covers Core Values, the Innovation Project, and Robot Design. These sessions take 30 minutes with the team and then a further 10 minutes after the team has left for the judges to complete and submit the rubrics.

It is recommended that a maximum of six teams are seen per judging pod. This will take 240 minutes (four hours).

ROBOT GAME COMPETITION TABLES

For each tournament setup, two competition tables, each with its own mat and set of LEGO mission models, are fixed together as shown in this diagram. Teams should not compete on tables that are not joined in this way.

This shows two competition tables. A referee is needed at each table, so two referees are needed here.



Timing

- What time do you want the event to start? Take into account the distance the teams would have to travel to get to your venue. Think about what time you want the Robot Games and judging to start, and then work back to get your arrival and registration time.
- What time do you want the event to finish? Don't forget you will need to include an awards ceremony. Sometimes it helps to work back from when you want to be finished.
- Would you like the judging sessions and Robot Games to span the whole day, or would you prefer all judging sessions in the morning with the Robot Games in the afternoon or vice versa?
- Do you want to schedule any practice Robot Game rounds for the teams?
- Are you going to schedule any breaks or lunch? If so, how long? What time works best?
- Are you going to schedule anything else, such as an opening ceremony or team photos? If so, how long will they be, and what time works best?

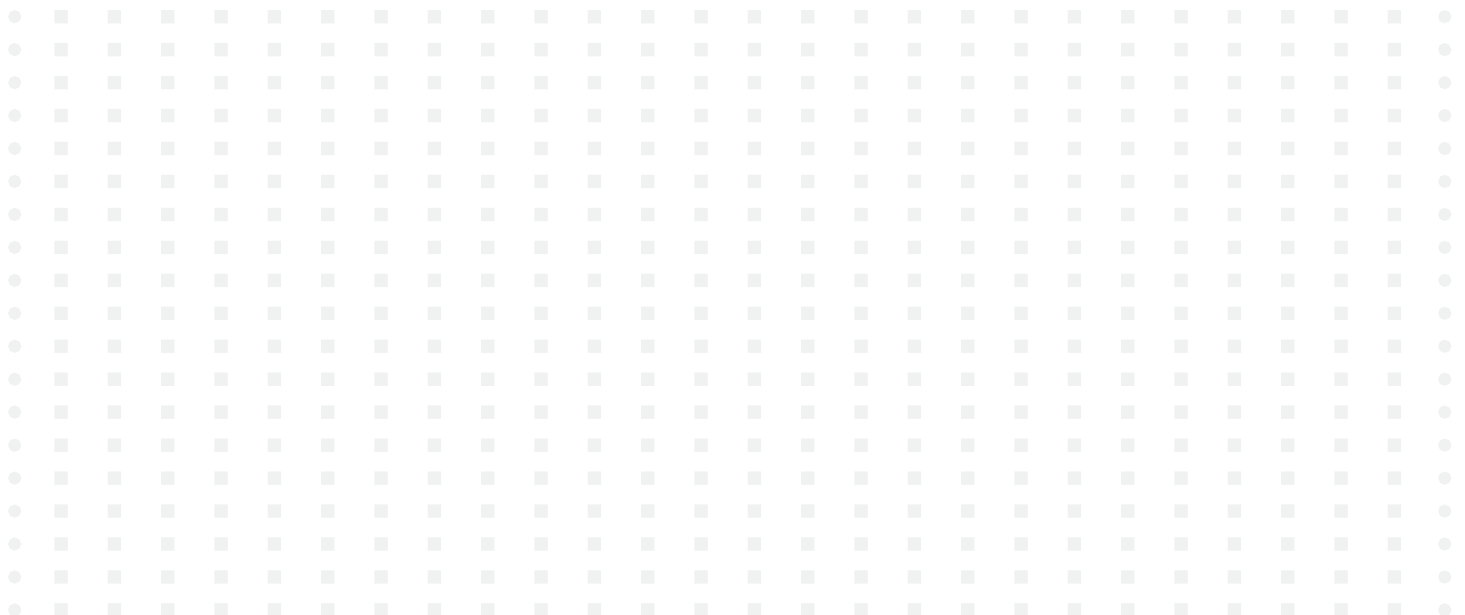
WHEN YOU HAVE ALL THIS INFORMATION, YOU CAN START DECIDING HOW YOU WILL SCHEDULE YOUR EVENT.

Tips on Scheduling

- Remember: Each judging pod should see a maximum of six teams in four hours. How many pods of judges will you need to ensure all components of the event are completed? If you are struggling to make it all fit, think about increasing the number of judging pods or lengthening/shortening aspects of the day where you have some flexibility. [Refer to the Space Summary chart in Chapter 3.](#)
- Also think about how many Robot Competition Areas you will need. There is flexibility around how quickly your referees can process teams at the Robot Game competition tables. Often there is a 10-minute slot, which includes 2.5 minutes for the team to set up, 2.5 minutes for the Robot Game, 2.5 minutes for scoring, and 2.5 minutes for resetting the table.
- This would mean that in one hour, you would have time for six Robot Game matches (six 10-minute slots). Therefore, on two competition tables, this would be 12 teams competing in one Robot Game each. Don't forget that each team needs a minimum of three Robot Game matches, so you need to also consider how many competition tables you have to work with. [Refer to the Space Summary chart in Chapter 3.](#)
- Now that you have thought about these questions, you can start to build up your schedule for the day. Feel free to scale the numbers up or down to suit the size of your tournament. Do not worry, it might take a couple of drafts to get everything on the schedule with the correct time and resource. Make sure you re-read these questions once you have completed your schedule to double-check that you haven't missed anything. Good luck!

FIRST has provided a simple schedule generator and templates available in two 12-team versions. These can be found [at this link](#).

[For more detailed information, refer to Chapter 3.](#)



Documents and Signage

DOCUMENTATION

Prepare for your tournament by producing or borrowing the following:

- Tournament documents
- *FIRST*-branded materials
- Sponsor banners/signs/displays
- Exterior parking and directional signs
- Large interior signs
- Small room or small area signage
- Program book



SPONSOR RECOGNITION

There are many ways to recognize sponsors at your event.

Make sure you honor the recognition requirements promised for sponsors that donate an agreed-upon price point.

Options include:

- Sponsor name and logo on signs and banners
- Sponsor name and logo projected on the screen during ceremonies
- Sponsor name and logo scrolling on the scoring software

Sponsor name and logo should be provided by the PDP.



PARKING AND ENTRANCE SIGNAGE

- Parking and other outside directional signs identify your venue as the tournament site and directs your volunteers, teams, and spectators to designated parking and entry points.
- Welcome signs at the entrance (inside and outside the building) confirm to people that they are in the right place.

AREA SIGNAGE

- Identify your tournament areas with signs that can be placed on easels or taped to walls (with venue permission).

Event Safety, Accessibility, and Cancellation

EMERGENCY AND EVACUATION PLANS

The planning team should know the emergency and evacuation procedures at their venue ahead of time.

It is recommended that an emergency folder listing these procedures and protocols be created for members of the planning team and key volunteers, such as the pit admin and field managers.

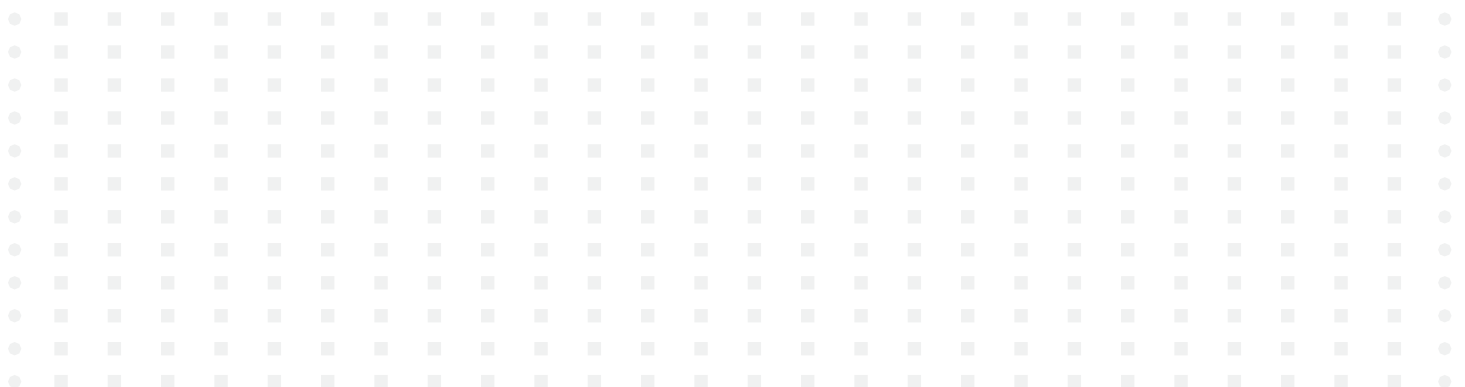
What would you do in case of the following?

- A lost child
- Tornado
- Fire
- Loss of power
- Earthquake
- Snow or ice storm
- Medical emergency
- Tsunami
- Violent person



SAFETY

- Work with your venue's contact to understand any relevant building or fire codes, any safety and health requirements or regulations, as well as any local and applicable laws.
- Be mindful to tape down or hide cords and wires. Gaffer's tape is excellent for this job. Always check with your venue before applying tape to floors.
- Be aware of room capacity limits.
- Do a walkthrough of your venue looking for trip hazards, especially in high-traffic areas.
- Be careful not to block exits.
- Make sure paths remain clear and open.
- Determine if you are required to hire security or medical personnel.



INCIDENTS

- With your venue's contact, review the venue's procedure should an attendee get hurt.
- If there is immediate danger, injury, or risk of injury – call emergency services immediately. (For example, in the US, call 911.)
- If there is a significant incident, the *FIRST* LEGO League PDP should be contacted immediately after you contact emergency services.
- 🗣️ Should there be an incident, a completed incident report form should be given to the appropriate Field Operation Manager/Partner Services Manager at either LEGO or *FIRST*.
- There are two types of incidents that need to be reported – medical and non-medical. Report forms can be found on the [Youth Protection Program page](#). Instructions are included on the forms. Several copies should be printed and made available.
- Review the incident report forms ahead of time.



ACCESSIBILITY

- Your venue should meet all accessibility requirements or regulations.
- Inform teams in advance of any limitations as to accessibility. For example, let them know if the venue does not have a ramp to the ceremony stage.
- Ask coaches if any of their students have special needs and what accommodations will be requested. Ask your volunteers the same.

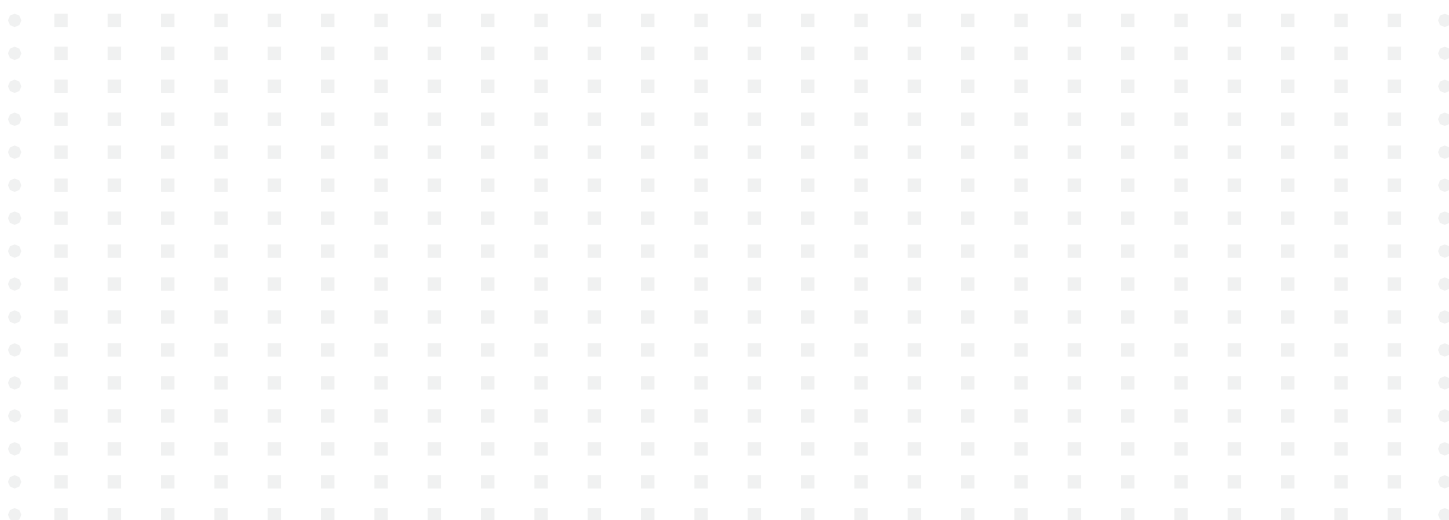
CANCELLATION POLICY

- No one likes to think about the possibility of cancellation. However, plan ahead. The safety of the teams is most important.
- Before considering canceling the event, pivot to a remote event.
- Know in advance the answer to this question: Under what conditions will you have to cancel your event?



Work with your PDP to create a comprehensive cancellation policy that includes the reasons for cancellation, methods by which all parties will be notified, and whether the event will be rescheduled. Communicate this policy in advance of the tournament date. If you know the event will not be able to be rescheduled, share how teams will advance and/or what happens to any fees collected as soon as possible.

See the [FIRST Youth Protection Program](#) for more information.



Production

PRODUCTION OVERVIEW

Purpose of Production

- Include the audience in the experience of the ceremonies and game play.
- Enhance the team experience.

Two Production Parts

- Robot Game, managed by the field manager
- Ceremonies, managed by the production coordinator

Elements

- Audio – music, guest speakers, announcers
- Video – produced by *FIRST* for ceremonies
- Video cameras – Robot Game
- Video cameras – emcee and guest speakers
- Displays – scores and game clock

PRODUCTION: ROBOT GAME

Field Manager

Responsible for:

- Music
- Play-by-play audio
- Scores displays
- Video cameras
- Game clock
- It is the job of the field manager to make sure that the Robot Game is delivered as scheduled and the audio and visual components are working as planned.
- The field manager should work with the technical advisor for all audio, visual, and software support.



PRODUCTION: ROBOT GAME TECHNICAL ELEMENTS

Field Manager with Technical Advisor

Responsible for:

- Computers – scoring, music, video
- Video cameras – Robot Game (one or two video cameras)
- Screens – one for scores, one for other visuals
- Projectors – one for each screen (one or two)
- Sound system – speakers, microphones for emcees and making announcements

PRODUCTION: ROBOT GAME WITHOUT CAMERAS

Consider your space:

- Can people view the Robot Game from an atrium area?
- Can you set up the competition tables as close to seating as possible?

PRODUCTION: CEREMONIES

Production Coordinator

RECOMMENDED ELEMENTS

Tip: *FIRST* provides script templates for each season to use for awards ceremonies.

Opening Ceremonies

- Parade of teams (optional)
- National anthem of host country (per local protocol)
- Guest speaker (Innovation Project expert, host, or sponsor)
- *FIRST*-produced video(s)
- Recognition and thanks to volunteers, host site, and sponsors

Closing Ceremonies

- Medal or certificate distribution via high-fives line
- Event slideshow (optional)
- Volunteer appreciations and award
- Sponsor recognitions
- Awards distributions

CEREMONIES: PRODUCTION COORDINATOR

Works with tournament director to:

- Deliver ceremonies within a set time.
- Write scripts (templates available).
- Create or locate video and audio content.
 - *FIRST* videos
 - National anthem (per local protocol)
 - Music
 - Team slideshow
- Identify, invite, greet, and provide seating for performers, guest speakers, sponsors, and other dignitaries.
- Produce the ceremonies at the event.

Works with technical advisor to:

- Provide audio support for presenters (wireless/hands-free microphones), video, and music.
- Provide visual support –computers, video cameras, screens, projectors, video player, and slideshow creation.
- Provide adequate lighting for Robot Game tables and cameras.
- Safely secure cables and cords.
- Provide volunteers to assist with technical support for camera operators and A/V or DJ





Opening/Closing Ceremony Rehearsal

- Rehearse the entire ceremony. You may be unable to practice some elements, such as the parade of teams or guest speaker presentations. Estimate the time it will take for these pieces and use stand-in volunteers when possible.
- The emcee reads the script aloud and confirms pronunciations.
- The A/V operator practices incorporating video components into the ceremony.
- The technical advisor runs a sound check with the systems and sets sound levels.
- The production coordinator confirms the pattern for parade of teams and team seating (if incorporated) as well as determines who will assist with this flow.
- Determine where the camera operators will stand. Consider good camera angles for guest speakers (the back of their head is a poor angle, for instance).
- If a national anthem will be performed live, practice the performer’s entrance and exit with them.
- Time the ceremony – will it run on schedule?

Note: Often guest speaker(s) will not be able to join the rehearsal. Make sure you give that person a time limit and offer to prepare some remarks or talking points for them.



Judging Overview

JUDGING STANDARDS AND GUIDELINES

Please use these guidelines to implement judging at your event.

TOPIC	STANDARD	BEST PRACTICE
Training	<ul style="list-style-type: none"> Judging at all official events is led by a judge advisor. All judges at official events are trained. All training should be delivered using the resources in the Judging Toolkit. 	
Judges	All teams are evaluated by a minimum of two judges.	A judging pod should see no more than six teams a day.
Rubrics	The <i>FIRST LEGO League</i> rubrics must be used at all official events in their complete, original form and may be altered only for translation.	
Judging Session	<ul style="list-style-type: none"> All judging sessions follow the “Session Flowchart for Judges” in the Judging Toolkit. Each judging session should allow 30 minutes per team for evaluation. Additional time may be given at the judge advisor’s discretion for teams with special circumstances, such as team members with special needs or if translation is needed. 10 minutes should be allocated for judges to complete and submit rubrics after each team has left the session. 	15 minutes can be allocated for judges to complete and submit rubrics after each team has left the session.
Core Values	All judges should be familiar with the six FIRST Core Values , which will be evaluated throughout the judging session.	
Awards	<ul style="list-style-type: none"> Awards must be given according to the “Awards and Allocation” document, which can be found in the Judging Toolkit at this link. Except for the Robot Game Award and the Coach/Mentor Award, teams may win only one award. Ensure that 30-50 percent of teams receive awards. 	
Deliberations		Use the Official Judging Spreadsheet as a tool to present area ranks and aid deliberation and award allocations.
Award Eligibility	Only teams as stated in the <i>FIRST LEGO League Team Participation Rules</i> are eligible for awards.	
Advancement	The Champion’s Rank should be used to identify teams who are advancing to the next level of the competition.	
Release of Judging Information	<ul style="list-style-type: none"> The complete list of all judging evaluations for every team should remain confidential, along with any information regarding ranking of teams. Rubric-based feedback should be provided to each team, either at the end of the event or within a reasonable time following the event. 	

JUDGING ROLES

[See role descriptions on page 2.](#)

Additional qualifications and experience/training needed are as follows.

Judge Advisor

QUALIFICATIONS

- Outgoing personality with gravitas to lead judge deliberations in an inclusive, timely manner to give judges confidence in their decisions
- Detailed knowledge of the Official Judging Spreadsheet and *FIRST* LEGO League Challenge awards allocation needed for their specific events and the *FIRST* LEGO League Challenge advancement policy
- Strong leadership and mentorship skills
- Strong interpersonal/communication skills
- Strong organizational skills
- Ability to collaborate with others and work as a team
- Ability to lead an entire judging team to consensus on award recipients

EXPERIENCE/TRAINING NEEDED

This is a KEY volunteer position. KEY volunteers require advanced training as prescribed by *FIRST* headquarters.

- *FIRST* LEGO League Challenge experience essential
- *FIRST* LEGO League Challenge judge advisor training required

Lead Judge

QUALIFICATIONS

- Strong assessment skills in grading according to a rubric and facilitating open-ended questions
- Strong interpersonal/communication skills
- Ability to effectively relate to youth aged 9-14 and adults as well as be a mentor and role model at all times
- Ability to work as a member of a team and lead that team to consensus
- Knowledge of *FIRST* LEGO League Challenge rubrics, award criteria, and selection process
- *FIRST* and/or *FIRST* LEGO League experience preferred

Judge

QUALIFICATIONS

- Strong assessment skills in grading according to a rubric and facilitating open-ended questions
- Strong interpersonal/communication skills
- Ability to effectively relate to youth aged 9-14 and adults and always be a role model
- Ability to work as a member of a judging pod and in a larger team of judges
- Knowledge of *FIRST* LEGO League Challenge rubrics, award criteria, and selection process

EXPERIENCE/TRAINING NEEDED

- New judges required to attend training or be paired with experienced judges

All judges express the FIRST philosophies of Gracious Professionalism® and Coopertition® through our [Core Values](#). The FIRST Core Values are the cornerstones of all FIRST programs.

RECRUITMENT TOOLS

Judge advisors can customize the following message to use in judge recruitment:

You don't have to be a rocket scientist to inspire kids!

FIRST LEGO League Challenge is looking for enthusiastic individuals who can offer guidance in a friendly and supportive manner. The philosophy of the competition is that every team member can positively contribute to the success of their team.

We need people who can interact with students to help measure this impact while acting as a mentor to help develop and nurture them on their journey. Your role is to value all the work they have done throughout the season and show them they can succeed no matter how their robot performs.

Measuring performance is important, but for the program to have the most impact, teams need to leave the tournament feeling that they have made progress and, most of all, had FUN!

Qualities we're looking for:

- Good communicator with young people
- Enthusiasm
- Open-mindedness
- Flexibility
- Approachability
- Compassion and empathy
- Willingness to share your professional insights

No previous FIRST LEGO League experience is needed for most roles, and training will be provided.

If you would like the opportunity to shape and grow the next generation of innovators and help to steer them through their STEM journey, then we want to hear from you.

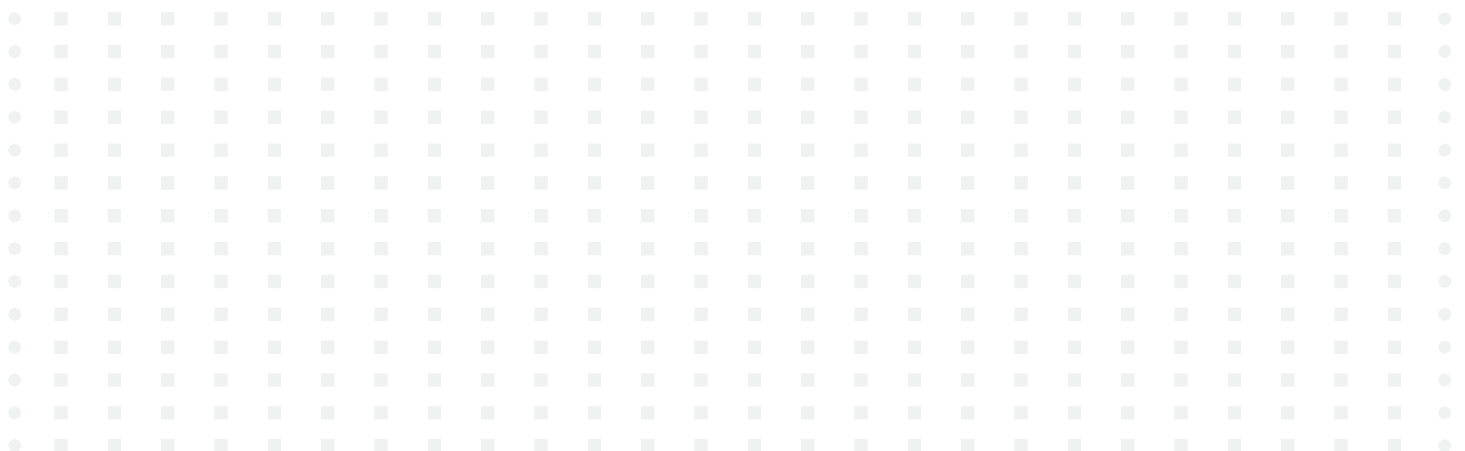
Roles available:

- Judge Advisor
- Lead Judge
- Judge

Please contact your local PDP for more information regarding judging opportunities and other event roles.

TRAINING TOOLS

We have developed a toolkit to support judge training and communication as well as communication tools for the teams attending your events. This can be found [at this link](#).



Robot Game Overview

REFEREE STANDARDS AND GUIDELINES

Please use these guidelines to referee your event.

TOPIC	STANDARD
Training	<ul style="list-style-type: none"> All referees at official events are trained by the head referee. All training should be delivered using the resources in the Referee Toolkit.
Game material	The <i>FIRST</i> LEGO League field setup, missions, and rules must be used at all official events in their complete, original form and may be altered only for translation.
Game play	<ul style="list-style-type: none"> All teams must participate in three separate Robot Game matches. Each match is 2.5 minutes and has two teams playing opposite of each other on a tournament setup. At the tournament, only two team members at a time are allowed at the competition table except during repair emergencies. The rest of the team must stay back from the table, but close enough for different members to tag in or out as desired.
Awards	<ul style="list-style-type: none"> Robot Game scores must be shared with the judge advisor for use in judge deliberations. The Robot Game Award winner is based on the single highest official match score. In the event of a tie, the next highest match scores are used. No other method, such as average or total score, can be used.

[See role descriptions on page 2.](#)

Additional qualifications and experience/training needed are as follows.

Head Referee

QUALIFICATIONS

- Advanced knowledge of the competition game and rules of play
- Ability to be tactful and assertive
- Ability to withstand physically demanding role and stand for long periods of time
- Outgoing personality; high energy
- Strong communication and diplomatic skills
- Ability to collaborate with others and work as a team
- Detail oriented
- Strong assessment skills
- FIRST* LEGO League experience and training required

Referee

QUALIFICATIONS

- Thorough knowledge of the competition game and rules of play
- Ability to be tactful and assertive
- Ability to withstand physically demanding role and stand for long periods of time
- Outgoing personality; high energy
- Strong communication and diplomatic skills
- Ability to collaborate with others and work as a team
- Detail oriented
- Strong assessment skills
- FIRST* LEGO League experience and training required

Scorekeeper
QUALIFICATIONS

- Basic knowledge of the competition game and rules helpful
- Ability to collaborate with others and work as a team
- Excellent computer skills
- Detail oriented; driven to achieve high level of accuracy

Field Manager
QUALIFICATIONS

- Basic knowledge of the competition games, rules, and table setup necessary
- Ability to work as part of a team and be an effective communicator; ability to keep chain of command informed of critical issues and schedule
- Physically active role: ability to stand for long periods of time and move quickly about the field
- Excellent problem-solving skills
- *FIRST* and/or *FIRST* LEGO League experience necessary

Emcee
QUALIFICATIONS

- Knowledge of the competition game and rules helpful
- Public speaking skills
- Comfort and experience interacting with youth aged 9-14
- Sense of humor

TRAINING TOOLS

We have developed a toolkit to support referee training. It can be found [at this link](#).

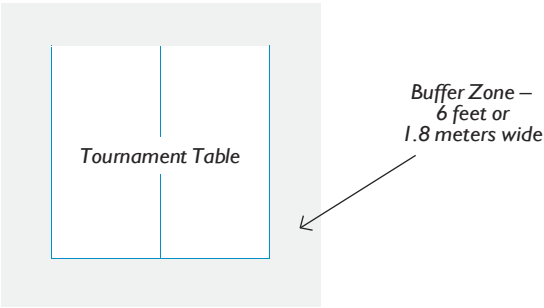
ROBOT COMPETITION AREA SETUP

FIRST LEGO League recommends at least one tournament setup per 12 teams. Practice rounds, while not required, are strongly encouraged. Work with your head referee to decide if you want to schedule one or more practice rounds. Discuss the referee recruitment plan with your head referee and volunteer coordinator.

As you design your Robot Competition Area layout, account for a buffer zone of at least 6 feet or 1.8 meters around the tournament setups for the competing team members and referees.

Also account for an area next to each set of competition tables where the remaining team members can stand in the buffer zone. It is recommended that you use tape to designate these areas, but get permission from your venue before placing tape on the floor.

Adjacent to the Robot Competition Area should be an area for teams to wait for their upcoming match. This area is often called a staging area, queuing area, or on-deck area.



SUPPLIES AND EQUIPMENT – MUST HAVE ITEMS

ROBOT GAME – MUST HAVE ITEM		
ITEM	DESCRIPTION	QUANTITY
Tournament setup	One tournament setup = two 4' x 8' competition tables together	1 per 12 teams
Table supports: legs, folding tables, saw horses, or milk crates	To support the competition tables (must support six corners for each tournament setup and four corners for each solo practice competition table)	Varies
Wood screws	To hold competition tables together	2 per tournament setup
Challenge sets	Challenge field with mat, LEGO mission models, and extra Dual Lock	2 per tournament setup
Clipboards, scoresheets, and scoring materials	<p>Clipboards: two per tournament setup plus one for head referee and one for emcee.</p> <p>Blank scoresheets: one per practice or official round (at least three) per team (i.e., # Scoresheets = # Teams x # Rounds). It is helpful to have a few extra blank scoresheets.</p> <p>Pens or pencils: at least one per referee</p> <p>Tablets/phones (for electronic scoring): two per tournament setup plus one for head referee; one may be useful for emcee</p>	See description.
Timer/stopwatch	To measure time remaining in each match (can be projected using scoring software or measured at each table by a stopwatch or cell phone timer)	1 overall or 1 per tournament setup
Small signs, if more than one tournament setup	To identify tournament setup for audience and teams (may be letter-size signs or colored table skirts that match the table names on the schedule)	2 per tournament setup

SCOREKEEPING – MUST HAVE ITEM		
ITEM	DESCRIPTION	QUANTITY
Computer	For scoring and audio/visual needs	1 or more
Extension cords and power strips	For scoring, audio/visual, and video camera support	Varies
Standard-size table	For scorekeeping, timing, and audio/visual needs; may be reused for awards	1 or more
Chairs	For scorekeeping, timing, and audio/visual needs	1 or 2 per table

SUPPLIES AND EQUIPMENT – OTHER CONSIDERATIONS/NICE-TO-HAVE ITEMS

ROBOT GAME	
Referee shirts or sports pinnies	
Spare parts	
Measuring stick – to verify robot height	
Tape measure – to verify longer distances	
Vacuum or duster	
Table skirts	
Designated spaces – for the scorekeeper, time keeper, and audio/visual support	
SCOREKEEPING	
Projector and screen	
Video camera	
Timer (if needed)	
Additional tables and tablecloths	
AUDIENCE COMFORT/CROWD CONTROL	
Audio system	
Ample seating for spectators: <i>Can the audience see the action? Can you keep spectators out of the competition area?</i>	
Stanchions, cones, pipe, and drapes	

Event Promotion

AVAILABLE RESOURCE MATERIALS

- Current season graphics can be found [here](#).
- A Public Relations Toolkit can be found [at this link](#).



Post Event

SURVEY

- You should ask your teams and volunteers for their feedback. But, check with your partner first for any region-wide effort.
- Free and easy-to-use online services such as SurveyMonkey or Google Forms can be used.
- Possibly include a survey card with each team's rubrics.
- You could also send a simple email asking for the three best things and three things that need improvement.
- Whatever you do, try to keep it simple and short.

RETURNS

What to Return to Your PDP

- Robot Game scores (file)
- List of award winners
- Any completed walk-on volunteer forms
- Any incident report forms
- (Qualifiers only) List of teams advancing to the championship event
- (US/CAN only) Team rosters, with any paper consent forms, collected at team check-in
- If applicable, completed Official Judging Spreadsheet (OJS) Excel file

What to Return to Teams

- Judging rubrics if they were not returned at the event

THANK YOUR SPONSORS

Follow up with your donors and sponsors, as promised. Believe it or not, they want to hear from you. This is considered good stewardship.

- Consider any one or all of the following:
- Send pictures from the tournament.
- Send them team stories, including local teams that moved on to a World Festival, Open Championship, or Global Innovation Award consideration.
- Have teams at the event sign a big thank-you card; then, send them the card.
- Send a post-event report.
- Send a program booklet, especially if your sponsors are recognized in it.

