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

FIRST LEGO League tournaments vary from region to region. What is included in this manual are those **common denominators** among tournaments and those items **FIRST LEGO League would require or recommend** at an official tournament.

In this manual, **Tournament Director** refers to the individual responsible for the tournament.

The **intended audience** for this FIRST LEGO League Tournament Manual is the Tournament Director and members of his/her planning team.

The term **FIRST LEGO League Partner** refers to the organization or individual who is responsible to either **FIRST** (US/Canada) or **LEGO Education** (outside US/Canada) for managing and delivering the FIRST LEGO League program in a particular region. All official tournaments in a particular region are under the leadership of that region's FIRST LEGO League Partner.

The Tournament Director should remember that he/she is responsible to the region's FIRST LEGO League Partner. **This manual does not supersede that responsibility.** Make arrangements according to your Partner's policies and procedures, and communicate regularly with your Partner.

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As you read and use this manual, **make adjustments when it makes sense to do so** in order to satisfy your specific circumstances, needs and resources.

Marks an item that is a **FIRST LEGO League Global Standard**  
 Marks an item that the **FIRST LEGO League Global Standards** identify as a **Best Practice**

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**YOUR FEEDBACK MATTERS**

If you have feedback about this manual, we want to hear from you.

Please email:  
 Kathy Levine, [klevine@firstinspires.org](mailto:klevine@firstinspires.org)  
 Dan Maggio, [dmaggio@firstinspires.org](mailto:dmaggio@firstinspires.org)



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Chapter 1  
 FIRST®, the LEGO® Group and  
 FIRST LEGO League

September 1, 2019



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**For Inspiration and Recognition of Science and Technology (FIRST)**

FIRST is a 501(c)(3) public charity, founded in 1989 by [Dean Kamen](#), based in Manchester, New Hampshire, U.S.A.

The [FIRST mission](#) is to inspire young people to be science and technology leaders, by engaging them in exciting mentor-based programs that build science, engineering and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership.

[Gracious Professionalism®](#) is a founding principle of FIRST. It is a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community.

[Learn more about FIRST](#)



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**FIRST® Progression of Programs**

 <p><b>FIRST LEGO LEAGUE JR.</b>                  Ages 6-10 (Grades K-4)</p> 	 <p><b>FIRST LEGO LEAGUE</b>                  Ages 9-16 (Grades 4-8)</p> 	 <p><b>FIRST TECH CHALLENGE</b>                  Ages 12-18 (Grades 7-12)</p> 	 <p><b>FIRST ROBOTICS COMPETITION</b>                  Ages 14-18 (Grades 9-12)</p> 
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[FIRST LEGO League Jr.](#)  
[FIRST LEGO League](#)  
[FIRST Tech Challenge](#)  
[FIRST Robotics Competition](#)



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### What is FIRST® LEGO® League?



FIRST LEGO League was formed in 1998 as an alliance between FIRST and the LEGO Group. There are now more than 35,000 teams in over 100 countries.

Guided by adult coaches, FIRST LEGO League teams research a real-world problem such as food safety, recycling, energy, etc., and are challenged to develop a solution. They also must design, build, program a robot using LEGO MINDSTORMS® technology, then compete on a table-top playing field.

It all adds up to tons of fun while they learn to apply science, technology, engineering, and math concepts (STEM), plus a big dose of imagination, to solve a problem. Along their discovery journey, they develop critical thinking and team-building skills, basic STEM applications, and even presentation skills, as they must present their solutions with a dash of creativity to judges. They also practice the Program's signature [Core Values](#).



### What is a FIRST® LEGO® League Tournament?



A FIRST LEGO League tournament is an exciting, high-energy, sports-like event celebrating the kids' accomplishments with dancing, music, and play-by-play game announcing. While some tournaments are highly-produced, this is not a requirement for a successful event.

**FIRST LEGO League teams will**

- ✓ Compete with their robots, a result of many weeks of hard work designing, building, programming and testing.
- ✓ Present and share their Innovation Project research and innovative solution.
- ✓ Demonstrate their ability to work as a team and their FIRST Core Values.
- ✓ Show how exciting science, math and technology can be.



### Elements of a FIRST® LEGO® League Tournament

**MAKE IT FUN!** This is a celebration, and it should feel like a celebration. Included are Opening and Closing/Awards Ceremonies

**RESPECT THE WORK OF THE CHILDREN!** Teams work very hard to reach the tournament, and they should always feel that the Judges, Referees and other volunteers understand that their work is important.

**BE AS FAIR AS POSSIBLE, WHILE TRYING TO MINIMIZE GRIEF OR DISAPPOINTMENT.** Sometimes, a little creative thinking or the right philosophy can make an obstacle into a success. Give the benefit of the doubt, when in doubt.

**IT IS INSPIRATIONAL.** FIRST and the LEGO Group aim to excite kids about science and technology, and provide valuable life skills.

**IT IS A COMPETITION.** The public shares the excitement as teams compete at least three times against their own best scores.

**THERE IS JUDGING.** Teams will be judged in three judging sessions for Robot Design, Innovation Project and Core Values -- usually not viewable by the public.

Check out [FIRST LEGO League on YouTube](#)



## Chapter 2 Leadership – Your Planning Team

Recommended for: Tournament Director, Judge Advisor, Head Referee, Volunteer Coordinator, Technical Advisor, Teams Coordinator, Materials Coordinator, Facilities Coordinator, Food Coordinator, Production Coordinator, Media Coordinator, Fundraising Coordinator

September 1, 2019



### A Tournament Director Will Need Help

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### Common Tournament Roles or Tasks

<table border="1"> <tr> <td>Tournament Director</td> <td>Head Referee</td> <td>Judge Advisor</td> </tr> <tr> <td>Volunteer Coordinator</td> <td>Teams Coordinator</td> <td>Technical Advisor</td> </tr> <tr> <td>Materials Coordinator</td> <td>Production Coordinator</td> <td>Food Coordinator</td> </tr> <tr> <td>Facilities Coordinator</td> <td>Fundraising Coordinator</td> <td>Media Coordinator</td> </tr> <tr> <td>?</td> <td></td> <td></td> </tr> </table>			Tournament Director	Head Referee	Judge Advisor	Volunteer Coordinator	Teams Coordinator	Technical Advisor	Materials Coordinator	Production Coordinator	Food Coordinator	Facilities Coordinator	Fundraising Coordinator	Media Coordinator	?			<p>The organizer and leader.</p> <p>Must fill these two roles. Should be each person's only role.</p> <p>A critical role with the Head Referee and Judge Advisor.</p> <p>Each of these roles contributes to the preparation of the event.</p> <p>Optional, depending on your situation.</p>
Tournament Director	Head Referee	Judge Advisor																
Volunteer Coordinator	Teams Coordinator	Technical Advisor																
Materials Coordinator	Production Coordinator	Food Coordinator																
Facilities Coordinator	Fundraising Coordinator	Media Coordinator																
?																		

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### Think of it This Way

<p>JOBS that need to be done</p>			<p>PEOPLE willing to help</p>		
Tournament Director	Head Referee	Judge Advisor	+		<p>You may have 4, 5 or 8 people so one person may need to wear multiple hats — this is not unusual.</p>
Teams Coordinator	Volunteer Coordinator	Materials Coordinator			
Food Coordinator	Facilities Coordinator	Technical Advisor			
Production Coordinator	?				

FIRST LEGO LEAGUE

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### Primary Roles

You will need four separate people for these key roles.

Tournament Director	Judge Advisor	Head Referee	Volunteer Coordinator
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This is the common denominator among all tournaments

### Secondary Roles

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

### Optional Roles

Fundraising Coordinator	Media Coordinator
-------------------------	-------------------

FIRST LEGO LEAGUE

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### A Few Conditions

- ✓ Your Planning Team should have at least four people.
- ✓ The Judge Advisor should only do that role.
- ✓ The Head Referee should only do that role.
- ✓ The Volunteer Coordinator can handle other roles but should not be the Tournament Director.

### Bigger Challenges



Finding a Head Referee and Judge Advisor



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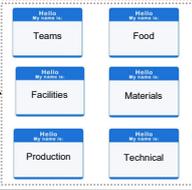
### Here's an Example



The common denominator

Notice – these two should only have one role each!

These secondary roles can be distributed differently





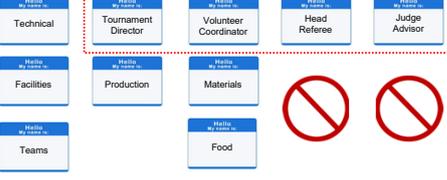
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### Here is Another Example



The common denominator







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### Role Descriptions

<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;"> <p><b>Tournament Director</b> </p> </div> <ul style="list-style-type: none"> <li>✓ Works directly with the Partner to determine budget, equipment support, date, capacity, venue</li> <li>✓ Organizes the Planning Team</li> <li>✓ Oversees the entire operation of the tournament</li> <li>✓ Responsible for developing the tournament schedule</li> <li>✓ Oversees that all areas are staffed, trained, informed</li> <li>✓ Makes sure the tournament runs on schedule</li> <li>✓ Works with the judge advisor and production coordinator to arrange the opening and closing/awards ceremonies</li> <li>✓ Works to make sure everyone involved has a positive experience</li> <li>✓ At the tournament, is the point of contact for elevated issues</li> <li>✓ Sees that the FLL Global Standards are being met</li> <li>✓ Could handle secondary roles</li> </ul>	<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 10px;"> <p><b>Head Referee</b> </p> </div> <ul style="list-style-type: none"> <li>✓ Oversees the Robot Game prior to and during event, including final decisions if scoring is in dispute</li> <li>✓ Assists in recruiting and training of referees, and oversees all referees at the event</li> <li>✓ Responsible for proper construction, quality and maintenance of the Robot Game tables, mats and models</li> <li>✓ Reviews all referee-related material for that Challenge season</li> <li>✓ Participates in head referee training and the tournament</li> <li>✓ Arranges supplies for referee training and the tournament</li> <li>✓ Coordinates with emcee, scorekeeper and field manager</li> <li>✓ Provides field input to judge advisor for deliberations</li> <li>✓ Abides by FLL Global Standards</li> <li>✓ TAKES ON NO OTHER ROLES</li> </ul>
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### Role Descriptions

**Judge Advisor**

- ✓ Oversees the judging process prior to and during event, including awards deliberations
- ✓ Oversees the judging area setup for the tournament
- ✓ Assists in recruiting and training of judges
- ✓ Arranges details and supplies for judge training and the tournament
- ✓ Reviews judge-related material for that season
- ✓ Successfully completes the judge advisor training and certification
- ✓ Works with the Tournament Director on scheduling judging sessions
- ✓ Facilitates judge deliberations
- ✓ Works with the production coordinator to coordinate the awards scripts
- ✓ Abides by the FLL Global Standards
- ✓ TAKES ON NO OTHER ROLE

**Volunteer Coordinator**

- ✓ (US/CAN only) Knows the Youth Protection Program guidelines and ensures that the tournament is adhering to these guidelines
- ✓ (Outside US/CAN) Knows the local youth protection requirements and rules, and any required volunteer screening.
- ✓ Identifies volunteer roles needed for the event
- ✓ Recruits volunteers for roles – Judges, referees and event-day volunteers. Note: sometimes the judge advisor will recruit/help recruit referees, and the head referee will recruit/help recruit referees.
- ✓ Assigns volunteers to roles
- ✓ Communicates with volunteers prior to event about role clarification, training, dress code, venue information, etc.
- ✓ Coordinates the volunteers during the event – assists with volunteer check-in and volunteer management
- ✓ Holds a volunteer training meeting/call or sends out training information
- ✓ At the event, supervises all event-day volunteers

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### Role Descriptions

**Technical Advisor**

- ✓ Works closely with Tournament Director
- ✓ Oversees DJ, audio, visual, lighting, computer needs and software 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
- ✓ For tournament staff, this person is the go-to person when computer problems arise

**Food Coordinator**

- ✓ Coordinates food and beverage needs for all volunteers
- ✓ Coordinates team lunches, if applicable
- ✓ (US/CAN only) Works with the Partner to ensure Youth Protection Program requirements are fulfilled relative to hired food vendors (they are qualified and licensed)

**Teams Coordinator**

- ✓ Coordinates communications with teams
- ✓ Often oversees team check in and/or pit admin
- ✓ Produces event-related team materials including team registration packets
- ✓ Works closely with the Tournament Director
- ✓ Point of contact for special needs requests

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### Role Descriptions

**Materials Coordinator**

- ✓ Orders event merchandise
- ✓ Arranges the production of team materials
- ✓ Handles printing and copying of materials
- ✓ Produces event signage
- ✓ Procures event supplies
- ✓ Handles development and printing of the program book

**Production Coordinator**

- ✓ Creates, plans and produces the ceremonies
- ✓ Arranges for videos that need to be shown
- ✓ Arranges for guest speakers
- ✓ Coordinates the parade of teams (if applicable)

**Facilities Coordinator**

- ✓ Deals with issues relating to facility usage including contracts and any required insurance
- ✓ Serves as a liaison to facility management and workers, including custodial
- ✓ Arranges for building access
- ✓ Arranges for building usage - power, tables, rooms, custodial, building access, etc.

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### Sources for Planning Team Members

- ❖ Staff of other FIRST LEGO League tournaments
- ❖ Established FIRST coaches
- ❖ Tournament sponsors
- ❖ Friends or co-workers
- ❖ 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
- ❖ Former FIRST LEGO League participants

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More detailed information and support material can be found by visiting the [Chapter 2 Home Page on the Partner Wiki](#).



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## Chapter 3 The Venue

Recommended for: Tournament Director, Technical Advisor, Facilities Coordinator

September 1, 2019



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### Seven Primary Areas

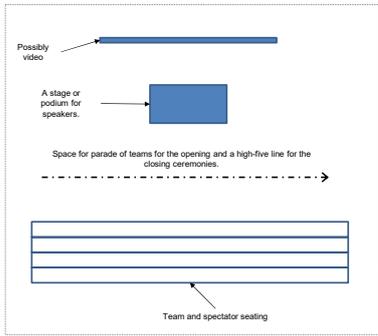
Every FIRST® LEGO® League tournament should have these areas in common.

1. Opening and Closing Ceremonies	2. Robot Competition	3. Team Judging
4. Judge Deliberation Room	5. Team Pits	6. Referee and Event-Day Volunteer Room
7. Welcome / Team Check In / Volunteer Check In		



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### 1. 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.

Team and spectator seating

**What to consider**

- Ample seating (240-300 seats per 12 teams)
- Built-in audio
- Video capabilities
- Access to electricity
- Space for teams to receive awards

**Examples**

- School gym
- Auditorium
- Atrium
- Large lecture hall
- Large conference space or multi-purpose room
- Student union



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### Opening & Closing Ceremonies

- Ample seating for spectators
- Built-in audio and video capabilities
- Access to electricity
- Ample space for competition tables
- Staging area
- Space for scorekeeper, timekeeper, A/V, music

**Examples**

- School gym
- Auditorium
- Atrium
- Large lecture hall
- Large conference room
- Student Union
- Large multi-purpose room

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### 2. Robot Competition Area

This area often doubles as the Opening and Closing Ceremonies Area

**What to consider**

- Ample seating for spectators
- Built-in audio and video capabilities
- Access to electricity
- Ample space for competition tables
- Staging area
- Space for scorekeeper, timekeeper, A/V, music

**Examples**

- School gym
- Auditorium
- Atrium
- Large lecture hall
- Large conference room
- Student Union
- Large multi-purpose room

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### Robot Competition Area

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### 3. Team Judging Area

This diagram illustrates two judging lanes, as an example.

**What to consider:**

- Rooms/spaces, about 15 ft. by 15 ft. or 4.6 m by 4.6 m at a minimum.
- Separate rooms are desirable, if possible.
- One set of three "spaces" (a "lane") preferred per 12 teams
- Ability to make the space as quiet as possible
- Rooms need to fit 2 judges, up to 10 kids and possibly 2 adults
- Judges need a table & chairs
- It is helpful if all judging rooms are close to each other
- Can large rooms be partitioned to make smaller rooms?
- In the Innovation Project room, a projector and power might be helpful for some teams, if available

**Examples**

- Classrooms
- Pipe & drape created spaces
- Meeting rooms
- Offices

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### Team Judging Area



Core Values



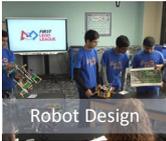
Innovation Project



Robot Design



Innovation Project



Robot Design



Innovation Project

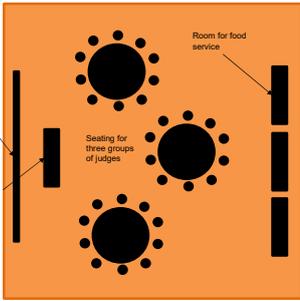


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### 4. Judge Deliberation Room

Whiteboard for writing or a screen for projecting on with projector or a wall on which to post

Table for the judge advisor



**What to consider:**

- Seating to accommodate three groups of judges
- Space for the judge advisor
- Ability to accommodate food service
- Whiteboard or screen
- **This room is private.** It should be away from teams and spectators, and have a door that can be closed.

**Examples:**

- Large classroom
- Conference room



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### Judge Deliberation Room







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### 5. Team Pit Area

Pit Admin table

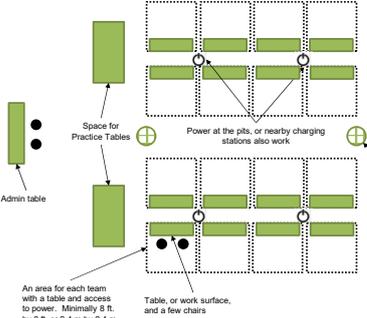
Space for Practice Tables

An area for each team with a table and access to power. Minimally 6 ft. by 8 ft. or 2.4 m by 2.4 m

Table, or work surface, and a few chairs

Power at the pits, or nearby charging stations also work

Trash cans



**What to consider**

- Large open space
- Good traffic flow
- Access to electricity!
- Is food permitted? Teams will want to eat snacks in the Pit area
- Audio system
- Tables and chairs
- Space for Practice Tables -- usually one per 6-8 teams

**Examples**

- Cafeteria
- Gym
- Atrium
- Classrooms
- Hallways
- A large space partitioned with walls, similar to an exhibition space



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### Team Pit Area

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### 6. Referee & Event-Day Volunteer Room

**What to consider:**

- Accommodate food service
- Seating all event day volunteers and referees
- Space for coats
- Secure, monitored space

**Examples:**

- Large classroom
- Large meeting room
- Cafeteria

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

**What to consider:**

- Near the main entrance
- Easy to find
- High visibility
- Room for several tables

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### Team and Spectator Lunch Area

**Where will teams and spectators eat lunch?**

- A dedicated area may not be necessary, but **you need to be able to answer** this question.
- The team pit area could work as well as the seating in the competition area.
- Check with your facility's food policy first before you make any decisions. Can food be brought onsite?

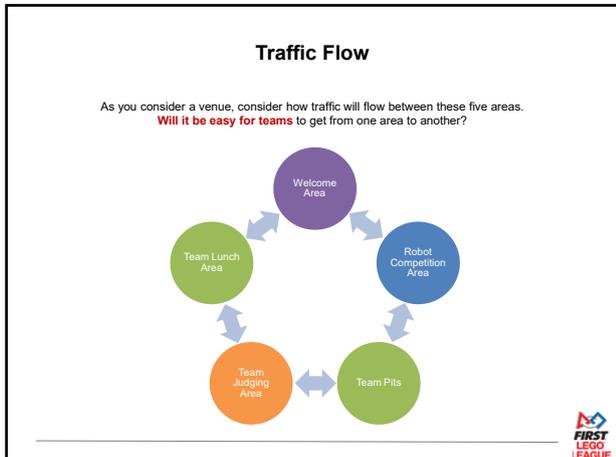
**Other considerations:**

- Coordinate with a local food establishment to provide a lunch option for teams. Work out a pre-order, pre-pay plan.
- If food cannot be provided on-site, a designated hour lunch break will be required so that teams can leave the venue to eat. Make sure you give the teams information about local food places close to the venue.

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### Other FIRST Programs Area

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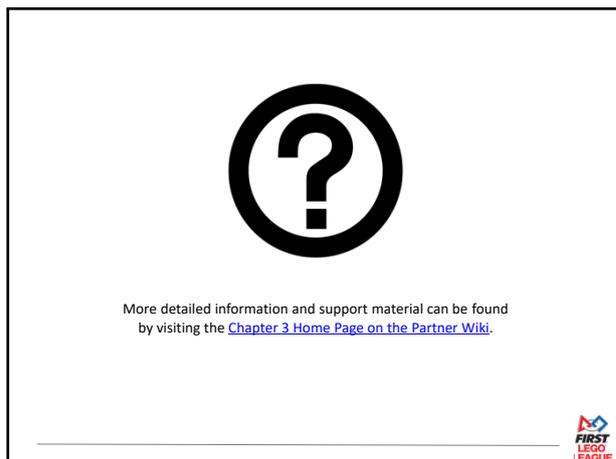
- ### Other Site Considerations
- ✓ **Parking.** Where will teams, guests, and volunteers park? Is there ample parking?
  - ✓ **Access Times.** When will you need access to the site for event setup and for teardown? Make sure your site contact and/or contract confirms. This is especially critical for setup. Make sure your access to the venue provides ample time for setup.
  - ✓ **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 onsite? Are there space capacity limits that might affect your plans?
  - ✓ **AV Support.** What is available in-house and at what cost?
  - ✓ **Contract.** Does the venue owner require that you sign a contract? Who will sign?
  - ✓ **Security Personnel.** Does the venue require security personnel for your event?

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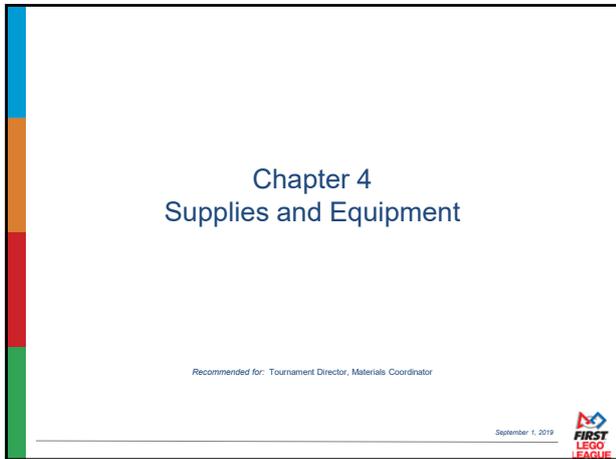
### Space Summary

	12 Teams	24 Teams
Ceremonies Area	240 - 300 people	480 - 600 people
Robot Competition	1-2 Tournament Tables	2 Tournament Tables
Team Judging Rooms	3 rooms	6 rooms
Judges Deliberation Room	6 judges + 1 judge advisor	12 judges + 1 judge advisor
Pit Area	12 teams + 2 Practice Tables	24 teams + 3-4 Practice Tables
Referee & Event Day Volunteer Room	25 people	45 people

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### Supplies and Equipment

As you create your supply/equipment list, consider how you will acquire and store it all. Below are sample considerations:

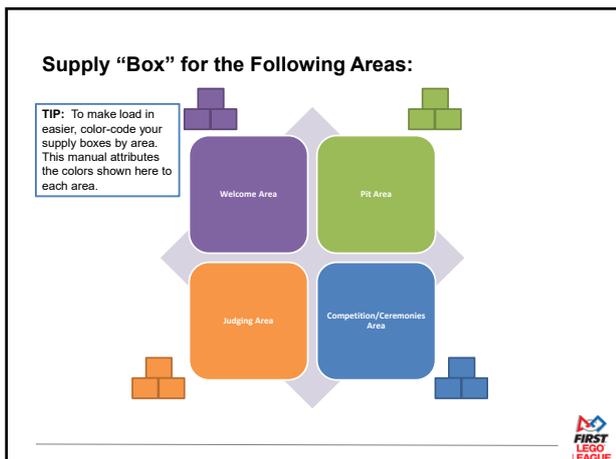
- **One-time acquisitions – use again and again**
  - ✓ Signage (See [FIRST Branding and Design Standards](#) and [Chapter 10: Documents and Signage](#))
  - ✓ Competition tables & legs/stands
  - ✓ Extension cords
  - ✓ First-aid kit
  - ✓ Referee shirts
  - ✓ Easels
  - ✓ White boards/flip charts
  - ✓ Computers (scoring, music, judging)
- **Items that can be borrowed, gifted, rented:**
  - ✓ Audio/Visual equipment
  - ✓ Screens
  - ✓ Standard tables & chairs
- **Items that must be replenished for each season/tournament:**
  - ✓ Challenge Sets
  - ✓ Volunteer identification/shirts
  - ✓ Team-only area access badges (optional)
  - ✓ Program books (See [Chapter 10: Documents and Signage](#))
  - ✓ Tournament documents (See [Chapter 10](#))





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### Supplies/Equipment Boxes: Welcome Area

Consider supplies and equipment for:

- Volunteer Check In
- Team Check In
- General Information

**TIP:** Keep refreshments (like water, coffee, healthy food) in this area for your volunteers.




FIRST LEGO LEAGUE

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### Supplies and Equipment: Welcome Area

For a 12 Team Tournament – supplies for **Volunteers & Information**

Item	Description	Qty.
Outside signs	Directions to parking & building entry (See <a href="#">"Chapter 10"</a> )	2-4
Check In signs	Area identification signs: Volunteer Check In, Information (See <a href="#">Chapter 10"</a> )	2
Easels	To hold area signs	2
Standard-sized tables	To hold registration materials	1
Chairs	For check in and information volunteers	2
Table covers (optional)	To cover volunteer check-in/information table	1
Volunteer identification	Volunteer badges (name tags, lanyards) and/or volunteer shirts	45
VIP/sponsor badges	For sponsors or host site leadership	5
Media packet	See <a href="#">"Chapter 15: Event Promotion"</a> for contents	5
Office supplies	Paper, post-in notes, scissors, paperclips, tape, stapler, pens, etc.	Variety
Staff radios (optional)	For pickup for all areas (judge advisor, field manager, pit manager, check-in area, information, volunteer coordinator, tournament director, facilities); cell phones can be used if you do not have access to radios; however, some facilities have poor cell phone reception.	8
Refreshments	Available for volunteers	Variety



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### Supplies and Equipment: Welcome Area

For a 12 Team Tournament – supplies for **Team Check In**

Item	Description	Qty.
Check-in sign	Area identification sign: Team Check In (See <a href="#">"Chapter 10"</a> )	1
Easel	To hold area sign	1
Standard-sized table	To hold registration materials	1
Chair	For team check-in volunteers	2
Table cover (optional)	To cover check-in tables	1
Team packet	For each team - see <a href="#">"Chapter 8: Teams and Communications"</a> for contents	12
Team badge (optional)	"Team Only" area access badges – one for each team member	~120
Coach badge (same as above)	"Team Only" area access badges for two coaches for each team	24
T-Shirts (optional)	Tournament shirts – pre-orders or for sale on site	60-100
Cash box/lock box (if applicable)	For money collection (e.g. tournament registration fees, shirt sales, etc.)	1
Office supplies	Paper, folders or large envelopes to hold Team Registration Packet, post-in notes, scissors, paperclips, tape, stapler, pens, etc.	Variety



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### Supplies/Equipment Boxes: Pit Area

Consider supplies and equipment for:

- Teams
  - Information updates
  - Extra tournament documents (See ["Chapter 10"](#))
  - Pit tables
  - Practice Table area
- Volunteers working this area
- General public



**TIP:** Keep refreshments in this area for your volunteers.





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### Supplies and Equipment: Pit Area

For a 12 Team Tournament

Item	Description	Qty.
Area sign	Area identification signs: Pit Area & Practice Tables signs/easels	2 each
Practice Table	Single, 4 foot x 8 foot competition table	2
Table legs, saw horses, or milk crates	To hold Practice Tables (4 for each table – see definition above)	8
Challenge Set	Challenge playing field with mat and LEGO® mission models	2
Practice Table Reservation System (optional)	Some tournaments use a sign-up board/system for teams to reserve Practice Tables – see "Practice Table Reservation System" document in Tools and Templates in <a href="#">"Chapter 4"</a> for a sample system	1
Crowd control	Stanchions, pipe & drape, bicycle racks for Practice Table area	Varies
Standard-sized table	For teams and pit manager	13
Table sign/placard	Pit table number or team name for pit table identification	12
Chair	At least 2 for each team's pit table and 2 for pit manager table	26
Extension cord & splitter	Power to each team's pit table; 3 to pit administration. <b>Recommendation: Ask each team to bring their own</b>	15
First-aid kit	Include 4 copies each of <a href="#">Report of Medical Incident</a> and <a href="#">Report of Safety Concern or Non-Medical Incident</a> forms in the first aid kit	1
Red emergency folder (recommended)	Venue/Event Emergency Plan – See <a href="#">"Chapter 11"</a> for details	1
P/A system (optional)	For pit announcements	1



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### Supplies and Equipment: Pit Area

(continues)  
For a 12 Team Tournament

Item	Description	Qty.
White board/flip chart	For messages	2
Garbage can & trash bag	Your venue should support this – make sure there are plenty of trash cans, especially if teams will be eating in the Pit	4
Gaffers tape - black	To tape down cords for safety	2 rolls
Gaffers tape - yellow	To tape down cords in trip hazard areas	1 roll
Computer, projector & screen (optional)	To project scores or schedule updates	1 each
Coat rack (optional)	For teams to hang coats – helps to keep the Pit neat and organized	2
Office Supplies	Paper, post it notes, pens, sharpies, scissors, paper clips,	Variety



Create your own system – see how in Tools and Templates



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### Supplies/Equipment Boxes: Judging Area

Innovation Project Judging

Consider supplies and equipment for:

- Each Judging Room
  - Innovation Project Judging
  - Robot Design Judging
  - Core Values Judging
- Judge Deliberation Room

**TIP:** Keep refreshments in the Judge Deliberation room for your volunteers.






Judge Deliberations      Robot Design Judging      Core Values Judging



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### Supplies and Equipment: Judging Rooms

For a 12 Team Tournament (One Judging Lane)

Item	Description	Qty.
Room signs	For each judging room (See "Chapter 10")	3
Practice Table (optional)	Practice Table – for Robot Design Judging	1
Table legs, table, saw horses, or milk crate (optional)	To hold Practice Table (4 for each table) for Robot Design Judging	4
Challenge Set (optional)	Challenge field with mat and LEGO® mission models for Robot Design	1
Extension cord & power strip (optional)	One set for each Innovation Project Judging room	1 each
Projector (optional)	For Innovation Project Judging room	1
Screen (optional)	For Innovation Project Judging room	1
Standard-sized table	One for Robot Design; two for Innovation Project; two for Core Values	5
Chair	Two per room for judges; four additional in Innovation Project judging (for props)	10
Teamwork Activity	Activity materials for Core Values Judging	1
Office supplies	Pens, pencils, highlighters, paper, post-it notes, paperclips	Variety
Clipboard (optional)	One for each judge (for optional pit visits)	6



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### Supplies and Equipment: Judging Deliberation

For a 12 Team Tournament

Item	Description	Qty.
Area sign	Area identification sign: "Judging Area" (See "Chapter 10")	1
Easel	For "Judging Area" sign	1
Judge Room sign	Sign for Judge Deliberation room – small (See "Chapter 10")	1
Copier/printer	For printing awards script	1
Extension cord and power strip	For computer, printer, and projector, if used	1
Standard-sized table	For judge advisor, each judging area (RD, CV, P), and food service	6
Chair	One for each judge and judge assistant.	8
Office supplies	Paper, pens, pencils, highlighters, post-it notes, paperclips, tape	Variety
Refreshments	Freely available for judges throughout the day – water, coffee, healthy snacks	Variety
Computer with Judging Lite software (optional)	Deliberations tool	1
Projector & screen (optional)	Deliberations tool	1 each
White board w/ dry erase markers (optional)	Deliberations tool	1
Flip charts w/ markers (optional)	Deliberations tool	1
Big Post-it notes & markers (optional)	Deliberations tool	1



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### Supplies/Equipment Boxes: Competition Area



Consider supplies and equipment for:

- Competition area
  - Tournament Tables
  - Challenge Sets
  - Scoring area
- Spectators
  - Can the audience see the action?
  - Can you keep spectators out of the competition area?

**TIP:** Keep refreshments in this area for your volunteers.





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### Supplies and Equipment: Robot Competition Area

For a 12 Team Tournament (For two Tournament Tables)



Item	Description	Qty.
Area sign and easel	Area identification sign: "Robot Competition Area" with easel	1 each
Tournament Table	One Tournament Table = two, 4' x 8' tables together	1-2
Wood screw	To hold Robot Game tables together	4
Table legs, tables, saw horses, or milk crates	To hold the Tournament Table (4 for each Practice Table)	16
Challenge Set	Challenge field with mat and LEGO® mission models	2-4
Extension cord & power strip	For audio/visual, video camera, and scoring support	4
Computer	For audio/visual and scoring	2
Standard-sized table	For queuing, audio/visual, scoring, timing, awards – one table for each	5
Table cloth (optional)	For above referenced tables	5
Chair	2 each for queuing, audio/visual, scoring, and timing tables	8
Stanchions, pipe & drape, or bicycle racks	Crowd control – to create a barrier between the public and the competition area	Varies
Audience seating	Stadium seating, bleachers, risers, chairs – may be in venue, or you may need to rent/borrow and set up	~250 seats
Audio system	Audio system, including speakers and microphones (consider wireless and hands-free options – recommend 2 microphones)	1 system
Projector & screen (optional)	For scores and video feed for robot game	1 – 3 each
Video camera (optional)	For projecting Robot Game and ceremonies images onto screens	1 – 2



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### Supplies and Equipment: Competition Area

(Continued)

For a 12 Team Tournament



Item	Description	Qty.
Small sign (letter sized)	Sign to place on each competition field (See <a href="#">Chapter 10</a> )	4
Small Parts Bag	Small models that can be lost easily – check with Partner	1 bag
Robot height measuring stick	12 inch/30.48 centimeter stick to ensure robot does not exceed height limit	2
Tape measure	For accurate placement of mat and mission models on the field	1
Clipboard	For each Referee and Master of Ceremonies	6
Vacuum or duster	To keep playing field clean	1
Referee shirt or sport pinnie	One for each Referee and Head Referee	5
Timer (if applicable)	For timing match blocks and/or 2.5 minute matches – the Scoring Display software has a timer	1
T.V. stand or chair	For teams to use at base for housekeeping during the match	4
Gaffer's tape	To tape down cords – use yellow for traffic areas to denote trip hazards	3 rolls
Gaffer's spike tape	To use to tape queuing lanes and competition line for team members to stand behind on floor – select a bright color	1 roll
Dual Lock	To affix mission models to mat, per Field Setup Instructions	Varies
Black paint & paint brush	To touch up competition table borders	1 pint can
Table skirt (optional)	Skirting for Tournament Tables – for appearances only	4
Air horn or whistle (optional)	To signal the start of each time block	1



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### Supplies and Equipment: Competition Area

(Continued)

For a 12 Team Tournament



Item	Description	Qty.
Garbage can and trash bag	Venue should supply this	2
Red Emergency Folder (Recommended)	Venue/Event Emergency Plan – See <a href="#">Chapter 11</a> for details	1
Pens and Pencils	Assorted to support competition volunteers	20
Refreshments	To support competition volunteers	Variety

**NOTE:** For each area, refer to "[Chapter 10: Documents and Signage](#)" for a list of the documents recommended for each area and templates you can use to create signage.



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### Supplies/Equipment Boxes: Ceremonies Area

Consider supplies and equipment for:

- Opening Ceremonies
  - National flag (per local protocol)
  - National anthem recording or performer (per local protocol)
  - Podium for speaker or other staging
  - Audio/Visual support
- Closing Ceremonies
  - Awards
  - Podium for speaker or other staging
  - Audio/Visual support





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### Supplies and Equipment: Ceremonies Area

For a 12 Team Tournament

Item	Description	Qty.
National flag (per local protocol)	For opening ceremony national anthem (per local protocol)	1
Video and audio recordings	National anthem (if not performed live and per local protocol), FIRST® Videos, music, etc.	1 each
Audio system	Audio system, including speakers and microphones (consider wireless and hands-free options – recommend 2 microphones)	1 Audio system
Extension cord & power strip	For audio/visual and video camera support (varies, depending on tech used)	2 – 6
Computer	For audio/visual – to play video, music, or presentations	1
Standard-sized table	Audio/visual support and awards	2
Table cloth (optional)	For above referenced tables	2
Chair	For Master of Ceremonies, guest speaker, and other dignitaries	~15
Stanchions, pipe & drape or bicycle racks	Crowd control – to create a barrier between the public and the ceremonies area	Varies
Audience seating	Stadium seating, bleachers, risers, chairs – may be in venue, or you may need to rent/borrow and set up	~250 seats
Awards and medals or other participant recognitions	Awards and one recognition per team member (check with your Partner)	Varies
Podium (optional)	For Master of Ceremonies and/or guest speaker	1
Projector & screen (optional)	For enlarging Master of Ceremonies/guest speaker image and playing video	1 each
Video camera (optional)	For enlarging Master of Ceremonies/guest speaker image and playing video	1



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More detailed information and support material can be found by visiting the [Chapter 4 Home Page on the Partner Wiki](#).



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## Chapter 5 Preparation Timeline

Recommended for: Tournament Director, Judge Advisor, Head Referee, Volunteer Coordinator, Technical Advisor, Teams Coordinator, Materials Coordinator, Facilities Coordinator, Food Coordinator, Production Coordinator, Media Coordinator, Fundraising Coordinator

September 1, 2019



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### Early Key Decisions



- Eight to twelve months before the event,
- ✓ Reserve and confirm **your venue**. 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**.



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### Preparation Task Lists

When	Area	Item
4-6 months	Facilities	Confirm your venue reservation and if necessary, have any required contracts signed
4-6 months	Facilities	Review any labor requirements by the venue (for example, do you have to pay for custodial, security, audio-visual support, etc.)
4-6 months	Facilities	Reserve any rooms, locations, spaces
2-3 months	Facilities	Reserve venue equipment owned by the venue that you are able to use - tables, seating, linens, stanchions, etc.
1 month	Facilities	Confirm site parking for teams and volunteers; Consider outside signage recommendations, see Chapter 10
1 month	Facilities	Prepare your emergency/evacuation plan and your emergency folders, if applicable; Review with your venue contact; See Chapter 11
1 month	Facilities	Verify with your venue contact the access times for setup and tournament day; When can you get in? How late can you stay? Who is the venue contact during the event and how can this person be reached? When will the building be open on the morning of the tournament?
1 month	Facilities	Exchange cell phone numbers with your venue contact and/or the person who can grant building access
1 month	Facilities	Verify with the venue all arrangements that have been made for facility usage (such as rooms) and equipment (such as tables)
2-3 months	Food	Decide on your food service and beverage needs for all the volunteers, staff and guests; Begin to make necessary arrangements
2-3 months	Food	Decide on any food service opportunities for teams, if applicable; You don't have to provide lunch for teams, but you might want to sell food to teams; An outside food vendor, if used, should be licensed to do so; If food is coordinated in-house, work with Volunteer Coord to arrange any needed volunteers
1 month	Food	Verify final number of volunteers and staff you will need to service
1 month	Food	Confirm that all food and beverage arrangements that need to be made, have been made
1 month	Food	Confirm and purchase food-related supplies; Confirm who should be making the purchases
1 month	Food	Make sure enough bottled water will be available
4-6 months	Fundraising	Review the completed budget and determine if you need to fundraise; Continue raising funds, if necessary.
2-3 months	Fundraising	Continue raising funds, if necessary.
2-3 months	Fundraising	Revisit budget and update figures if necessary
1 month	Fundraising	Review with the Materials Coordinator, Production Coordinator and Tournament Director any sponsor recognitions that need to occur
1 month	Fundraising	If applicable, confirm if any donors/supporters will be attending the tournament; Consider how you want to accommodate them during their visit

This timeline is available on the [Chapter 5 Homepage](#) in an Excel file



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### Preparation Task Lists

When	Area	Item
4-6 months	Head Referee	The Head Referee should build one Challenge Set, if possible
2-3 months	Head Referee	The Head Referee should review (1) the Robot Game documents and (2) any referee support materials or training provided by FIRST or by the Regional Head Referee (ask your Partner)
2-3 months	Head Referee	Work with the Volunteer Coordinator on recruiting referees
2-3 months	Head Referee	The Head Referee should attend any training provided by the Regional Head Referee, if applicable
2-3 months	Head Referee	Locate and inspect the Robot Game tables and make any recommendations to the Tournament Director
1 month	Head Referee	Conduct any training sessions for Referees; include a review of the event and expectations
1 month	Head Referee	Confirm arrangements for your Challenge Sets; if you have to build them, they should be built by now; if they are not in your possession, how and when will you get them; if you are sharing, remember that you will need a day to perform a quality control review of the models
1 month	Head Referee	Make sure to check for Robot Game updates on a regular basis
1 month	Head Referee	Consider volunteering at nearby tournaments for the experience; Suggest the same to your referees
4-6 months	Judge Advisor	Judge Advisor passes or renews certification through FIRST
2-3 months	Judge Advisor	The Judge Advisor should attend any training provided by the Regional Judge Advisor, if applicable
2-3 months	Judge Advisor	Work with the Volunteer Coordinator on recruiting judges
2-3 months	Judge Advisor	Review all judging materials available through FIRST
1 month	Judge Advisor	US/CAN only) Work with the Volunteer Coordinator to have judges create a FIRST account at <a href="http://www.firstinspires.org">www.firstinspires.org</a> , complete Volunteer Registration and complete judge training
1 month	Judge Advisor	Conduct any local training sessions for your judges
1 month	Judge Advisor	Review with the Tournament Director your awards list and for qualifiers, the number of advancing teams
1 month	Judge Advisor	Review with the Materials Coordinator the supplies you will need
1 month	Judge Advisor	Decide on the teamwork activity to be used in judging; Arrange for any necessary supplies
1 month	Judge Advisor	Once all judges have been identified, create final list of judging pairs and room assignments
1 month	Judge Advisor	If the Judge Advisor is utilizing three Head Judges (not required), consider a meeting with your Head Judges to review their roles
1 month	Judge Advisor	Consider volunteering at nearby tournaments for the experience; Suggest the same to your judges

This timeline is available on the [Chapter 5 Homepage](#) in an Excel file



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### Preparation Task Lists

When	Area	Item
2-3 months	Materials	Start your tournament program; See Chapter 10 for templates
2-3 months	Materials	Order trophies, and any other recognition items
2-3 months	Materials	Confirm how volunteers will be identified - shirts, hats, name tags, etc.; Place any orders.
1 month	Materials	Complete design of tournament program and print
1 month	Materials	Gather supply lists from other team members
1 month	Materials	Do you have all your supplies? Finish packing your supply boxes; See Chapter 4 for recommendations
1 month	Materials	Design and produce signs; See Chapter 10 for templates
1 month	Materials	Copy all event materials; See Chapter 10 for printing recommendations
1 month	Materials	Double check your supply lists; See Chapter 4 for checklists
2-3 months	Media	Develop a "target media list" to help get the word out and a media packet; See Chapter 15
1 month	Media	Announce tournament to local media; You may coordinate with your Partner
1 month	Media	Send out any media announcements; See Chapter 15 for the Media Toolkit and press release templates
1 month	Media	Respond to any media inquiries
1 month	Media	Execute your media plan
4-6 months	Production	Begin Ceremony speaker recruitment - consider host site leadership, sponsors, local leaders or Challenge experts
4-6 months	Production	Begin recruitment of Master of Ceremonies
2-3 months	Production	Determine, with the Tournament Director, the amount of time allotted for the Ceremonies
2-3 months	Production	Begin drafting the Ceremony scripts; See Chapter 12 for templates
2-3 months	Production	Determine audio/visual needs and communicate these to the Technical Advisor
2-3 months	Production	Determine supply requirements, like table cloths, country flag (if applicable), etc.
2-3 months	Production	Determine production staging - where will speakers sit? How will they move to and from the stage or microphone? Will there be a parade of teams? Where will teams enter? Exit? Where will they sit?
2-3 months	Production	Determine volunteer needs for the Ceremonies and communicate this to the Volunteer Coordinator.
2-3 months	Production	Select music to play for Ceremonies; Review with the Technical Advisor
1 month	Production	Review scripts for Opening and Closing/Awards Ceremonies; See Chapter 12 for templates
1 month	Production	Confirm any speakers - share how long the speech should be and prepare remarks
1 month	Production	Order all supplies; Work with the Materials Coordinator
1 month	Production	Finalize supplies

This timeline is available on the [Chapter 5 Homepage](#) in an Excel file



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### Preparation Task Lists

When	Area	Item
2-3 months	Teams	Monitor the email address used by teams and respond in a timely manner
2-3 months	Teams	When do you need to start emailing your teams? See chapter 8: Teams and Communications for templates
1 month	Teams	Monitor the email address used by teams and respond in a timely manner
1 month	Teams	Confirm that teams on your roster plan to attend your tournament
1 month	Teams	Email teams with tournament information (for example, schedule, agenda, site map, site parking info); See Chapter 8 Team Information Packet template
1 month	Teams	Design and produce team check in packets; See Chapter 8
2-3 months	Technical Advisor	Review with your Head Referee and Tournament Director the scoring sheet and calculator software to be used; FIRST has Robot Game software (ask your Partner)
1 month	Technical Advisor	Install the Robot Game software and verify it works
1 month	Technical Advisor	Be the expert on the Robot Game software, test it out and become comfortable with it
1 month	Technical Advisor	Train anyone who will be using the Robot Game software
1 month	Technical Advisor	Decide on the timer to be used for the robot rounds; There is timing capability built into the FIRST Robot Game software (ask your Partner)
1 month	Technical Advisor	Determine technical supplies needed (computer, printer, cables, etc.) and communicate that to the Tournament Director
1 month	Technical Advisor	Review the audio and video needs; Review where supplies are coming from; Acquaint yourself with the equipment
1 month	Technical Advisor	Contact whomever is providing music and review their technical needs

This timeline is available on the [Chapter 5 Homepage](#) in an Excel file



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### Preparation Task Lists

When	Area	Item
4-6 months	Tournament Director	Begin to develop venue layout map; Review with your Planning Team; See Chapter 3
4-6 months	Tournament Director	Recruit additional Planning Team members as needed
4-6 months	Tournament Director	Build Robot Game tables if needed, or arrange to borrow
4-6 months	Tournament Director	Review with your Partner how teams will apply to your event and prepare accordingly
4-6 months	Tournament Director	Determine if site insurance is needed, make necessary arrangements; Talk to your Partner
4-6 months	Tournament Director	Participate in any Tournament Director calls required by your Partner
4-6 months	Tournament Director	Determine meeting plan with your Planning Team and schedule the calls/meetings; Mark your calendars including any conference call info
4-6 months	Tournament Director	Write a budget
2-3 months	Tournament Director	Work with your Partner to verify source of your Challenge Sets; If you have to build them, arrange for builders; Don't delay on this issue!
2-3 months	Tournament Director	Make reservations for any needed rentals from outside vendors (for example, banquets tables, chairs, a DJ)
2-3 months	Tournament Director	Decide who is handling the tournament schedule; Begin writing the schedule; See Chapter 9 for templates
2-3 months	Tournament Director	Participate in any Tournament Director calls required by your Partner
2-3 months	Tournament Director	Hold any scheduled meetings with your Planning Team
1 month	Tournament Director	Hold any scheduled meetings with your Planning Team
1 month	Tournament Director	Finalize the schedule
1 month	Tournament Director	Finalize site layout map; Review with, and submit a copy to, your venue contact
1 month	Tournament Director	Confirm any vendor orders, including rentals you may have secured
1 month	Tournament Director	Site walkthrough with the Planning Team, including the Technical Advisor
1 month	Tournament Director	Review the morning check-in process for teams and volunteers with your Teams Coordinator and Volunteer Coordinator (or whoever is overseeing this area)
1 month	Tournament Director	Finalize team list; Work with Teams Coordinator to confirm team list

This timeline is available on the [Chapter 5 Homepage](#) in an Excel file



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### Preparation Task Lists

When	Area	Item
4-6 months	Volunteer Coord	Review with your Partner your region's desired training requirements for judges, referees and volunteers
4-6 months	Volunteer Coord	Review with your Partner requirements for the FIRST Youth Protection Program
4-6 months	Volunteer Coord	Begin judge and referee recruitment in collaboration with the Head Referee and Judge Advisor
2-3 months	Volunteer Coord	Continue Judge and Referee recruitment in collaboration with the Head Referee and Judge Advisor
2-3 months	Volunteer Coord	Determine all the roles for which you will need a volunteer
2-3 months	Volunteer Coord	(US/CAN only) Review the FIRST Volunteer Management System (VMS)
2-3 months	Volunteer Coord	(US/CAN only) Direct Volunteers to create or update accounts in the FIRST Volunteer Registration System (formerly, VIMS)
1 month	Volunteer Coord	Recruit event-day volunteer recruitment
2-3 months	Volunteer Coord	Recruit event announcer/master of ceremonies
2-3 months	Volunteer Coord	Determine your training plans for judges, referees and event-day volunteers
1 month	Volunteer Coord	Finalize all your event-day volunteer assignments
1 month	Volunteer Coord	Send out judge and referee training material and information
1 month	Volunteer Coord	Conduct any training sessions for event-day volunteers; Consider teleconference calls for those unable to attend any in-person trainings
1 month	Volunteer Coord	Confirm judge and referee attendance
1 month	Volunteer Coord	Determine which supplies you need, and communicate that to the Materials Coordinator; Don't forget name tags
1 month	Volunteer Coord	Direct volunteers to create or update accounts in the FIRST Volunteer Registration System (formerly, VIMS)

This timeline is available on the [Chapter 5 Homepage](#) in an Excel file



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### Setting Up Before the Tournament

Robot Competition Area	Judges Deliberation Room	Ceremonies Area
<ul style="list-style-type: none"> <li>Typically led by the technical advisor, head referee and/or field manager</li> <li>Unpack Referee, Robot Competition, Staging Area, General Supply Boxes</li> <li>Set up the Tournament Tables and Fields.</li> <li>Attach table signs to Tournament Tables</li> <li>Set up the staging area for the robot competition rounds – chairs, signage, barriers, etc.</li> <li>Hang flags, banners, other signage</li> <li>Set up and test audio, video, and electrical</li> <li>Set up and test scoring station and timer</li> <li>Cover all wiring</li> <li>Setup crowd control for competition</li> <li>Unpack and prepare trophies and medals</li> </ul>	<ul style="list-style-type: none"> <li>Typically led by the judge advisor</li> <li>Unpack Judging Area Supply Box</li> <li>Setup food tables</li> <li>Layout supplies (pens, paper, clipboards, markers for white board, etc.)</li> <li>Layout judging rubrics, judge prep packs, programs, team list, schedules, venue maps</li> <li>Layout judge shirts, if applicable</li> <li>Setup computer for judging room, if applicable. Or, whiteboard with markers</li> <li>Hang any signage</li> </ul>	<ul style="list-style-type: none"> <li>Note: If the Robot Competition Area also serves as the Ceremonies Area, much of this may be done.</li> <li>Setup and test audio</li> <li>Setup podium, if applicable</li> <li>Setup and test video, if applicable</li> <li>Review team flow during the opening and closing ceremonies</li> </ul>



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## Setting Up Before the Tournament

**Referee & Event Day Volunteer Room**

- Typically lead by the volunteer coordinator
- Unpack Volunteer Room Supply Box
- Setup food and beverage tables
- Coat rack
- Hang any signage

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

- Typically lead by the volunteer coordinator
- Unpack Team Registration and Welcome Area Supply Box
- Setup registration & welcome tables plus table covers
- Lay out schedules, programs, team lists, team registration packets, etc.
- Layout sponsor, host site or FIRST literature
- Layout info on local restaurants
- Layout volunteer shirts
- Hang any signage
- Setup any exterior signage

**Team Pit Area**

- Typically led by the pit admin and/or teams coordinator
- Unpack Pit Area Supply Box
- Setup team tables with team signs
- Setup Practice Tables with Fields
- Setup and test public address system, if used
- Setup pit admin tables plus chairs
- Layout electrical distribution, cover cords with tape
- At pit admin table, place emergency procedure folder, if applicable
- Trash cans
- Hang any signage

**Team Lunch & Refreshment Area**

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

**Team Judging Rooms**

- Typically led by the judge advisor
- Setup each team judging room
- Innovation Project: Table and seating for judges, power easily accessible, table for teams to use
- Robot Design: Practice Table (if used) and seating for judges
- Core Values: Table and seating for judges, a space or setup for teamwork task (if applicable)
- Supplies for each room: extra pens, Kleenex, blank paper for notes, extra rubrics, etc.
- Door signs for each judging room

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More detailed information and support material can be found by visiting the [Chapter 5 Home Page on the Partner Wiki](#).

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## Chapter 6 Volunteers

Recommended for: Tournament Director, Volunteer Coordinator

September 1, 2019

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### Volunteer Position Requirements

FIRST® LEGO® League Volunteer Position Requirements

How many people do you need?

**Note:** At a small, 12 Team tournament, you may not need a field manager. In this case, the head referee would assume the lead role in this area.

Document located in Tools and Templates on [Chapter 6](#) landing page.

Assignment	12 Teams	24 Teams	36 Teams	48 Teams
<b>Total Volunteer Positions</b>	<b>55</b>	<b>76</b>	<b>104</b>	<b>133</b>
<b>Total Adjusted (no optional roles)</b>	<b>45</b>	<b>69</b>	<b>93</b>	<b>121</b>
<b>Robot Game Area Volunteer Role</b>				
**Field Manager	1	1	1	1
**Head Referee	1	1	1	1
**Production Manager	1	1	1	1
Audio/Video Operator/Disc Jockey	1	1	1	1
Master of Ceremonies/Game Announcer	1	1	2	2
Field Reporter	4	4	6	8
Head Robot Game Observer	1	1	1	1
Pit Runner	1	2	3	4
Referee (1 for each playing field)	4	4	6	8
Robot Game Observer	1	2	3	4
Scorekeeper	2	2	2	4
Score Runner	1	1	2	2
**Timer	1	1	1	1
**Video Camera Operator	2	2	2	2
<b>Judging Area Volunteer Role</b>				
**Judge Advisor	1	1	1	1
**Head Judges	0	3	3	3
Judge	6	12	18	24
Judge Assistant	1	2	3	4
**Tabling Observer	3	6	9	12
<b>Pit Area Volunteer Role</b>				
**Pit Administrator	1	1	1	1
**Practice Table Coordinator	1	1	1	1
**Practice Table Assistant	0	1	2	3
<b>Other Volunteer Role</b>				
**Volunteer Coordinator	1	1	1	1
**Floater	1	2	3	4
**Registration	1	1	2	2
***Load-in/Load-out	10	10	15	20
**Registration	1	1	1	1
***Registration (Team & Volunteer)	4	4	6	8
**Traffic Control/Security	2	4	6	8

\* Leadership Role, \*\* Optional Role, \*\*\* Short Duration Role

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### Volunteer Position Descriptions

What jobs need to be done?

Note: A small tournament might not use an audio/video operator, a production coordinator, or video cameras. Adjust your volunteer roles so they make sense for your tournament size, venue, budget, and volunteer support.

Robot Game Area Role	Volunteer Role Description
*Field Manager	Oversees the Robot Game area. Manages & troubleshoots problems with field volunteers and systems. Ensures Robot Game is delivered as scheduled. (TR)
*Head Referee	Referee lead. In charge of all elements of the Robot Game. (TR)
Production Manager	Produces the commercial before and during the event.
Audio/Video Operator/DJ	Operates AV (slide shows, video, music) for Robot Game & ceremonies
Master of Ceremonies/Robot Game Announcer	Public voice of the event/play-by-play announcement of the Robot Game. (TR)
Field Referee	Reports field between matches. (TR)
Head Robot Game Quarter	In charge of opening. Manages team traffic to & from playing field
Pit Runner	Locates teams and delivers messages
Referee	Officiates the Robot Game. (TR)
Robot Game Quarter	Manages team traffic to and from the playing field
Scorekeeper	Enters data from score sheets into scoring software for Robot Game
Score Runner	Delivers score sheets from Referees to Scorekeeper
Timer	Times matches on match blocks. Ensures matches run on time
Video Camera Operator	Works video camera to display Robot Game action on viewing screens.
Judging Area Role	Volunteer Role Description
*Judge Advisor (JA)	Judging lead. (TR)
*Head Judge	Area Core Values, Project, Robot Design. Assists JA with deliberations. (TR)
Judge	Evaluates teams in one of 3 areas: Project, Core Values, Robot Design. (TR)
Judge Assistant	Assists judges with timekeeping, judging sheet organization, etc.
Judging Quarter	Assists teams to and from each judging session.
Pit Area Role	Volunteer Role Description
*Pit Administrator	Pit lead. Provides information to teams & manages Pit Volunteers
Practice Table Coordinator	Oversees the practice table reservation system. Serves as lead.
Practice Table Assistant	Ensures that teams follow practice table use rules
Other Roles	Volunteer Role Descriptions
*Tournament Director	Manages the entire event. (TR)
*Volunteer Coordinator	Recruits & coordinates all event volunteers. (TR)
Registrar	Writing to fill in when & where needed for a specific Volunteer
Information	Staff information desk & answers questions of teams & the public.
Load-in/Load-out	Assists with the set-up and tear-down of the event
Photographer	Documents the event - Teams, Volunteers, & Displays
Registration	Checks in & greets teams & Volunteers. Provides information
Traffic Control/Security	Directs crowd traffic & limits access to team-only areas
*Leadership Role; (TR) Training Required	



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### Critical Volunteer Leadership

- Key Volunteer Roles
  - ✓ Tournament Director
  - ✓ Volunteer Coordinator
  - ✓ Judge Advisor
  - ✓ Head Referee
  - ✓ Field Manager (optional but recommended for large events)
  - ✓ Pit Manager (optional but recommended for large events)
  - ✓ Production Coordinator (optional)
  - ✓ Technical Advisor (optional)
- Key Volunteers are volunteers who
  - ✓ Have critical tournament delivery skills
  - ✓ Assume leadership roles at the tournament
- Pre-tournament Training Required of
  - ✓ Tournament Director – Training & meetings required per Partner
  - ✓ Judge Advisor – Training and certification required
  - ✓ Head Referee – Training required per Partner
  - ✓ Judges (all areas) – Local regional training required (check with Partner); certification required for Championships
  - ✓ Referees – Local regional training required (check with Partner)
  - ✓ Volunteer Coordinator – Training required per Partner. Review FIRST® Youth Protection and Volunteer Management policies
- Special Skills Needed of
  - ✓ Tournament Director – Leadership and organizational skills
  - ✓ Technical Advisor – Technical knowledge and skills
  - ✓ Master of Ceremonies – Public speaking skills




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### Judge Training

Judge advisor should provide guidance and direction to the tournament judges. The judge advisor should:

- Ensure that all judges are trained and certified (for Championships or if required by the regional judge advisor for qualifying tournaments)
- Send judges a prep pack of their judging area prior to the event and ask them to review the information
- Ask the judges to review the Challenge updates
- Conduct an orientation on the morning of the tournament. Ask judges to arrive an hour or more before the start of judging





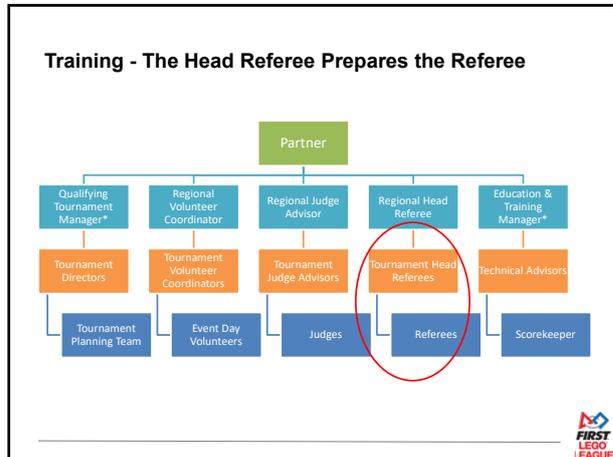
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### Judge Event Day Orientation Agenda

- Welcome and Introductions**
  - The Judge Advisor introduces the leadership team, including the Head Judges, if applicable
- Judging Schedule**
  - Review the judging schedule – note when tasks begin & end and when deliverables are due
- Call Backs**
  - Discuss whether teams will be called back, informally observed and interviewed, or if only a deliberative process will be used
- Core Values Poster and/or Robot Design Executive Summary**
  - Discuss whether these judging variations are required & if used, how to evaluate a team that does not prepare one
- Awards**
  - Review the awards that will be given out at this tournament
  - How will Coaches Awards, Local Awards, Judges Awards, and Global Innovation Award, if applicable, be evaluated and who is responsible?
  - Discuss script writing – who will be responsible for the scripts?
- Advancement Policy**
  - Remind Judges of advancement policy, robot performance hurdle, number of teams advancing from the event, etc.
- Core Values**
  - Review the Core Values Input form
- Spectators in Judging**
  - Discuss the Spectator Policy – will people other than the team be allowed to observe judging sessions?
- Photography**
  - Will coaches or spectators be permitted to take pictures or video? If so, are there rules or restrictions?
- Conflict of Interest**
  - Discuss conflict of interest issues – does anyone have a conflict? Ask anyone with a conflict of interest to complete a [Conflict of Interest Disclosure](#) form
- Judging Protocol Reminders**
  - Judging deliberations and discussions about teams, award nominations, and team rankings are confidential
  - Only information gathered about the teams at this event can be used to consider teams for awards or advancement (knowledge about a team's past performance or conduct cannot be considered or discussed in judging)
- Announcements/Introduce Judging Pairs**
  - Determine the level of judging experience – pair experienced Judges with less experienced Judges
  - Allow time for each pair to get into their judging space and discuss how they plan to work together

**NOTE:** Even if your region does not require that judges be trained and certified at QT events, the judge advisor can recommend that the judges supporting her event take the training. [Event Day Judge Orientation Agenda template available. See Chapter 6 Tools and Templates.](#)

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### Referee Training

The head referee should train referees. The head referee should:

- Ask referees to review the following on their own (located in the [Referee Workspace](#) in the Wiki. Contact your Partner and ask for your Referees to be granted Wiki access)
  - Review all Robot Game documents
  - “Referee Preparation Training” video
  - “Referee Event Day Training” video
  - “Robot Game Rules” video
  - “Robot Game Review” webinar
  - Encourage referees to join the [public forum](#)
- Conduct a training on the evening prior to (recommended) or the morning of the tournament. Ask referees to arrive an hour or more before the start of the Robot Game

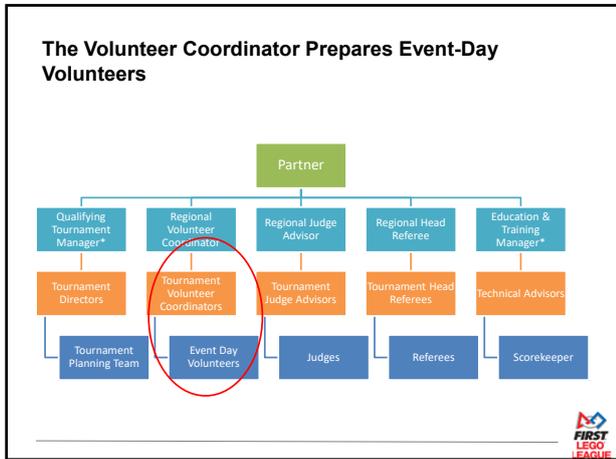
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### Referee Event-Day Training Agenda

- Welcome and introductions**
  - The Head Referee leads the introductions (Field Manager, Head Overseer & Score Keeper)
- Robot Game Field Setup**
  - Review the field setup, including:
    - Mat placement and securing the mat, as applicable
    - Setup of the start of the match
    - Mission model maintenance (i.e. Who can make repairs? Are there spare models?)
- Robot Game Review**
  - Rules
  - Missions & Scoring
  - Updates
  - Team specific reminders of noteworthy changes to rules & of missions and scoring that have caused confusion for teams and/or Referees
- Robot Game/Referee Schedule**
  - Review the Robot Game schedule – note when Referees may be required to come together to discuss unique team strategies and/or scoring questions
  - Discuss breaks, refreshments, lunch, and remind Referees to check-in with the Head Referee before leaving
  - Review the schedule (if there are teams unused? When will they move to the table? What is the process for starting the match? How do teams leave the area? May teams bring carts onto the field? Etc.)
- Core Values**
  - Review the Core Values Input form
- Spectators in Robot Game Area (restricted access area)**
  - Discuss the Spectator Policy – will people other than the team be allowed to observe matches? If so, are there rules for where they can be in the area?
- Photography**
  - Will coaches or spectators be permitted to take pictures or video at the tournament tables? If so, are there rules or restrictions?
- Conflict of Interest**
  - Ask anyone with a conflict of interest to complete a [Conflict of Interest Disclosure](#) form
- Referee Protocol Reminders**
  - Review benefit of the doubt philosophy
  - All areas of the score sheet must be completed, even for missions that the team did not attempt
  - Two team members must review the scoring with the Referee & one team member must initial the score sheet
  - For scoring disputes, the Referee should consult with the Head Referee
  - After the Field Referee has read the field, the Referee should inspect it prior to the start of the next match
- Introduce Referees to Field Referee**
  - Allow time for each pair to discuss how they plan to work together

**NOTE:** The Head Referee should take notice of a Referee who is not grasping the information readily and plan to monitor and mentor that Referee during any practice round. [Event day training agenda available – see Chapter 6!](#)

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### Volunteer Coordinator Prepares Event-Day Volunteers

**Volunteer coordinator** should prepare the **event-day volunteers** that are not receiving guidance from area leads. The **volunteer coordinator** should:

- Send a Volunteer Information Packet prior to the event (template available)
- Send volunteers a position description of their assigned role
- Host a volunteer call the week prior to the event
- Host a position orientation the evening before or the morning of the tournament

**Judge Assistant TOP**  
Assists Judge Advisors and Judges throughout the event. Position manages team traffic before and after judging sessions. Responsible for keeping judging sessions on schedule, ensuring scoring teams space efficiently, forms are used to correct judging locations, and helping to prepare and break-down judging stations.

**Role of the Position:**

- Provides an opportunity to utilize and further develop interpersonal skills.
- Provides an opportunity to interact with Judges, Judge Advisors and Head Judges.

**Required Skills and Experience:**

- Outgoing personality, high energy
- Strong interpersonal/communication skills.
- Strong organizational skills
- Physically demanding role, ability to stand for long periods of time

Templates available. Documents link to "Volunteers" chapter in Tournament Manual

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### Volunteers: Event Day Orientation Agenda

- **Welcome and Introductions**
  - The Volunteer Coordinator or area lead introduces herself or himself to the volunteers and encourages all volunteers in attendance to introduce themselves
- **Provide an Overview of the Volunteer Position**
  - Briefly review the position duties and ask if there are any questions.
- **Schedule**
  - Review the event schedule, including report times, breaks, when to go to lunch, and remind them to let their area lead know when they are leaving. If you expect all-hands to help with teardown after the event, remind the volunteer of this expectation.
- **Core Values**
  - Explain the **Core Values** handout form - where they can find the forms to fill them out and where to turn them in when they are complete. This is a good time to remind them of the Core Values and Gascon Professionalism!
- **Spectator Policy**
  - Discuss the Spectator Policy - does the volunteer need to be aware of areas where access is restricted? What exceptions, if any, are there? For instance, have accommodations been made for people with disabilities?
- **Photography**
  - Will coaches or spectators be permitted to take pictures or video in areas where public access is restricted (ex. Judging, Robot Game area)? If so, are there rules or restrictions?
- **Conflict of Interest**
  - Ask anyone with a conflict of interest to complete a **Conflict of Interest Disclosure** form
- **Emergency Procedures**
  - Discuss emergency procedures. Show the volunteers emergency exits, provide the emergency number they should use (in some event areas or college campuses 911 is NOT the best number to use), the contact name and number of the event leadership who should be contacted (could be the area lead or the Tournament Director)
- **Situation Escalation Policy**
  - Ensure that the volunteer knows who at the event (the area lead or the Tournament Director) they should go to when people have questions, concerns, problems, or complaints that are outside of their normal daily responsibilities to answer or address.
- **Venue Tour**
  - Provide a tour of the area where the volunteer will work - where can the volunteers leave their coats or other personal items? Where can they find snacks? Point out the restrooms and information about where other competition areas are located in the building.
- **Thank them** - and remind them to HAVE FUN!

Agenda template available on [Chapter 6 landing page!](#)

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### Volunteer Positions: Robot Game

- **Leadership**
  - ✓ Field Manager
  - ✓ Head Referee
- **Event Day**
  - ✓ Audio/Visual Operator/DJ
  - ✓ Field Resetter
  - ✓ MC/Game Announcer
  - ✓ Pit Runner
  - ✓ Referee
  - ✓ Robot Game Queuer
  - ✓ Scorekeeper
  - ✓ Score Runner
  - ✓ Timer
  - ✓ Video Camera Operator (optional)

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### Volunteer Positions: Judging

- Leadership
  - ✓ Judge Advisor
  - ✓ Head Core Values Judge (optional)
  - ✓ Head Innovation Project Judge (optional)
  - ✓ Head Robot Design Judge (optional)
- Event Day
  - ✓ Core Values Judge
  - ✓ Innovation Project Judge
  - ✓ Robot Design Judge
  - ✓ Judge Assistant
  - ✓ Judging Queuer

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### Volunteer Positions: Welcome Area

- Leadership
  - ✓ Volunteer Coordinator
- Event Day
  - ✓ Information Volunteer
  - ✓ Team Registration
  - ✓ Volunteer Registration

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### Volunteer Positions: Pit Area

- Leadership
  - ✓ Pit Manager
- Event Day
  - ✓ Practice Table Coordinator
  - ✓ Practice Table Assistant

(For tournaments that use a Practice Table Reservation system – see below)

HOUR	MINUTE	TABLE 1	TABLE 2	TABLE 3	TABLE 4	TABLE 5	TABLE 6	TABLE 7	TABLE 8	TABLE 9
7	:05									
	:15									
	:25									
	:35									
	:45									
	:55									

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### Volunteer Positions: Ceremonies Production

- Leadership
  - ✓ Production Coordinator (optional)
- Event Day
  - ✓ Audio/Visual Operator or DJ
  - ✓ Guest Speaker
  - ✓ Master of Ceremonies
  - ✓ National Anthem Performer (per local protocol)
  - ✓ Video Camera Operator (optional)

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### Other Volunteer Positions

- Leadership
  - ✓ Volunteer Coordinator
- Event Day
  - ✓ Floater
  - ✓ Photographer
  - ✓ Set up
  - ✓ Tear Down
  - ✓ Traffic Control/Security







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### Volunteer Hierarchy

- The **judge advisor**, **field manager**, **head referee**, **pit administrator**, and **volunteer coordinator** are the leaders for each of your volunteer areas and volunteer groups. These anchor positions are important because they:
  - Provide position training for event-day volunteers
  - Supervise walk-on volunteers
  - Handle situations that the event day volunteer should not, such as
    - Questions beyond the ordinary
    - Requests that can't be accommodated by the event day volunteer, such as access to restricted areas
    - Angry or difficult parent, coach, participant, volunteer, or member of the public
    - Emergencies

**Note:** All significant incidents, injuries, or emergencies must be documented and reported to the FIRST LEGO League Partner and to FIRST headquarters!





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### Situation Escalation Policy

Develop a Situation Escalation Policy

If the lead for each area (**judge advisor**, **field manager**, **head referee**, **pit manager**, **volunteer coordinator**) is confronted with a situation that cannot be resolved at that level, the tournament director should be contacted. Consider the following as a part of your policy:

- Concerns that cannot be resolved by the area lead – contact tournament director
- Dangerous or threatening situation – call emergency services, inform tournament director, and complete a Non-medical Incident Report Form.
- Minor injury – contact tournament director and complete a Medical Incident Report Form
- Major injury – call emergency services, inform tournament director, and complete a Medical Incident Report Form

*It is important that no volunteer be asked to take on a level of authority that he/she is not prepared to assume!*





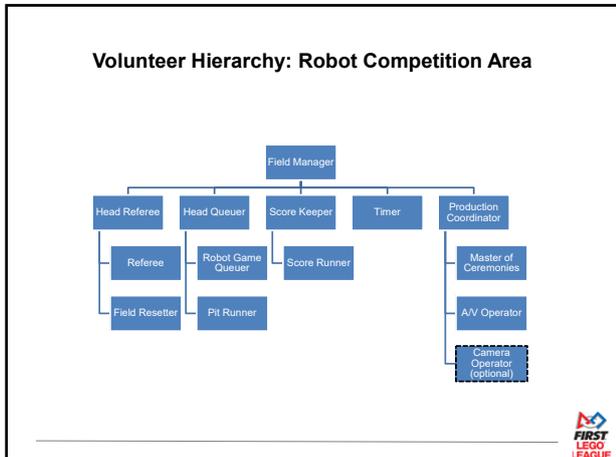
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### Volunteer Hierarchy: Reporting to the Tournament Director

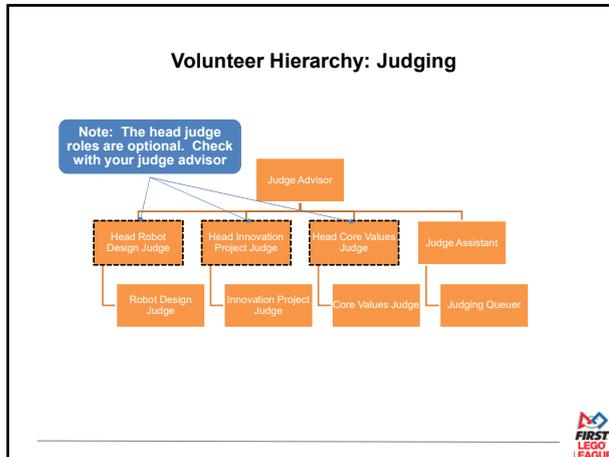




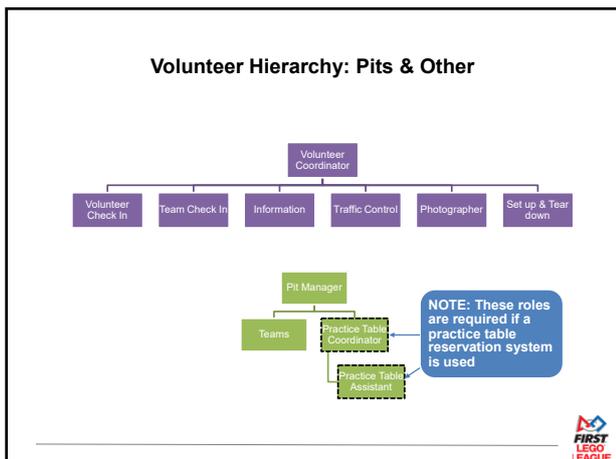
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### Volunteer Identification

- Your volunteers must be identifiable at your tournament because
  - Other volunteers need to be able to recognize volunteers with whom they will work
  - Teams and the public need to be able to recognize the tournament staff
- Volunteers can be identified by
  - Volunteer shirts
  - Judge shirts
  - Referee shirts
  - Sports pinnies
  - Volunteer hats
  - Volunteer access badges (name tags, lanyards)




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### Volunteer Recruitment: Where can you find them?

**Ask the Host Site for Help**

- A museum may have a volunteer program and a volunteer coordinator. Ask if they will help.
- Schools may have student organizations that require volunteer service hours. Ask your school contact to message these groups on your behalf.

**Area FIRST Teams**

- Ask the regional volunteer coordinator to send a request to area FIRST high school teams to help
- Ask FIRST LEGO League teams who are not competing at this event to help – the Partner can assist with these messages

**Note:** Most tournaments will recruit event-day volunteers locally. Standard best practices are provided for you here.

**Participating FIRST LEGO League Teams**

Ask family members of teams that attend your event to provide adult volunteers (for roles other than judge, referee or score keeper). Examples:

- Robot Game Queuer or Judging Queuer
- Practice Table Assistant
- PH Runner
- Field Resetter
- Team/Volunteer Registration/Information

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### Volunteer Recruitment: More options...

**Note:** Your country or region may have unique educational organizations, institutions, government agencies, etc. that could support your efforts. These are just examples.

**Educational/Community Organizations**

- 4-H Clubs
- Boys and Girls Clubs of America
- Boy Scouts
- Girl Scouts
- YMCA

**Event Sponsor Organizations**

- BAE
- NI
- Rockwell Automation
- SAIC
- 3M

**Professional Organizations**

- American Society of Mechanical Engineers (ASME)
- National Society of Black Engineers (NSBE)
- Society of Women Engineers (SWE)

**Schools/Colleges**

- Alpha Phi Omega – Service Fraternity
- Engineering Clubs
- National Honor Society
- Student Government

**Service Organizations**

- Lions Club
- MIT Alumni
- Rotary Club
- United Way

**Volunteer Recruitment Websites (United States examples)**

- Idealist (2 million website visits per month – free to post volunteer opportunities)
- Create the Good (Free for nonprofits)
- VolunteerMatch (Fees could apply)

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### Volunteer Communications Timeline

Now that you have identified your volunteer force, stay connected with them or risk losing them to other activities. You will work closely with the regional volunteer coordinator (RVC) and share messaging responsibilities.

**August (RVC)**

- Welcome to the Season
- Reminder of Challenge release date
- Request volunteer support of pre-season activities
- Share "Save the Date" information for upcoming tournaments

**September (RVC)**

- Invite volunteers to set up a FIRST account (for United States and Canada) and select preferred tournaments to support (per Youth Protection Program requirements, for United States and Canada)

**October (RVC)**

- Send training information for key volunteer positions

**4 to 6 weeks out (TVC)**

- Tournament Volunteer Coordinator (TVC) will use the FIRST Volunteer Management System to ensure that the volunteer has passed screening (US/Canada) before emailing the volunteer to confirm commitment and outline the timeline for additional messages.

**2 to 3 weeks out (TVC)**

- TVC confirms the volunteer role, sends volunteer position description and any pre-tournament training requirements.

**1 to 2 weeks out (TVC)**

- TVC sends the Volunteer Packet of information to all volunteers (See Volunteer Information Packet in Chapter 6, Volunteers, Tools and Templates)

**Post Tournament (TVC)**

- Send "thank you" to volunteers for supporting the event
- Request feedback

**NOTE:** The tournament volunteer coordinator (TVC) messages the volunteer about event-specific information and forwards messages from the regional volunteer coordinator to local volunteers.

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### Volunteer Retention & Recognition

Give them a Great Experience!

**Before the Season**

- Routinely check the email account used for volunteers and respond in a timely manner to inquiries
- Confirm commitment for upcoming season
- Direct volunteers to create or update their FIRST account and agree to screening (US/Canada)
- Provide in-person training (for judges and referees)
- Coordinate a Challenge Set build party (optional)

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### Volunteer Retention & Recognition

Give them a Great Experience!

**Before the Tournament**

**Email a Position Description**

**Send an Information Packet**

- Communicate consistently
- Build a relationship with the individual
- Acknowledge past support and experience
- Take into account physical limitations or time constraints when making position assignments
- Engage in an open dialogue about the volunteer's support preferences – maybe the longtime referee wants to try judging
- Listen and respond to volunteer concerns

• Template available – see [Chapter 61](#)

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### Volunteer Retention & Recognition

Give them a Great Experience!

**At the Tournament**

**Volunteer Check In:**

- Schedule
- Shirt
- Name badge
- Gift
- Smile
- Ready to go!

**Refreshments**

- Make the volunteer feel welcome
- Create an organized and efficient check-in process
- Provide name tags and address volunteers by name
- Check in with volunteers throughout the day – Thank them!
- Provide meals, snacks, and drinks
- Provide volunteer service pins (ask your Partner or Regional VC)
- Provide volunteer gift (optional)

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### Volunteer Retention & Recognition

Give them a Great Experience! Some small gift ideas for tournament day (optional) ...

**Tournament Survival Kit**

**Lanyard Pouch to hold name badge and personal items**

**TIP:** To cut costs, offer a large basket filled with a variety of items. That way, volunteers take only what they want or need.

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### Volunteer Retention & Recognition

Give them a Great Experience!

**After the Tournament**

**Volunteer Photo Gift**

- Send appreciation email
- Request tournament feedback
- Mail a thank you letter, certificate, photo, gift, etc.
- Maintain volunteer database to document service
- Provide an end of season social/party (optional)
- Coordinate with your Partner or RVC. There may be a process in place for thanking volunteers after your event.

**Volunteer Awards**

**Volunteer Appreciation Luncheon**

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### Volunteer Registration - for United States and Canada ONLY

- All volunteers, 13 years of age and older, are required to set up a *FIRST* account on the [FIRST website](#).
- Instruct your volunteers to select your tournament & complete screening (good for 4 years).
- All event volunteers who are 18 years of age or older are required to have Youth Protection Clearance (YPC).
- All walk-on adult volunteers and volunteers under 18 years of age must complete an [Event Walk-On Policy and Application Form](#) and be supervised by a volunteer who has Youth Protection Clearance.
- Refer to the [FIRST Youth Protection Program](#) for complete guidelines



Log into or create your *FIRST* account on the [www.firstinspires.org](http://www.firstinspires.org) website



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### Volunteer Management System (VMS) – for United States and Canada ONLY

- The Volunteer Management System (VMS) is a *FIRST* system that allows tournament directors and volunteer coordinators, with permission from the Partner, to manage the volunteers for their events
- VMS will show if your volunteer has received Youth Protection Clearance (YPC)
- VMS allows the volunteer coordinator to assign volunteers to volunteer positions within the system
- Volunteer coordinators can message their event volunteers through the system
- Check with your Partner and regional volunteer coordinator for more information



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More detailed information and support material can be found by visiting the [Chapter 6 Home Page on the Partner Wiki](#).



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## Chapter 7 Budget

Recommended for: Tournament Director, Fundraising Coordinator

September 1, 2019



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### The Budget

- ✓ Develop your budget **early**. See budget worksheet on the [Chapter 7 Homepage](#).
- ✓ Involve your **FIRST LEGO League Partner** in budget development
- ✓ Adhere to any requirements by your Partner
- ✓ Especially for qualifiers, your **Partner should tell you** what he/she will provide and what you are required to provide.
- ✓ For a typical tournament, the largest costs tend to be
  - Awards/medals
  - Food for volunteers
  - Venue costs
  - Volunteer shirts
- ✓ 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




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### Examples of Common Budget Items

Reusable	Consumables	Equipment/Fees/In-Kind/Borrow
❖ Competition Tables	❖ Challenge Sets	❖ Audio
❖ Signs	❖ Trophies	❖ Video
❖ Referee shirts	❖ Food for volunteers	❖ Venue usage fees
❖ Timers	❖ Printing	❖ A/V fees
❖ Extension cords	❖ Volunteer Identification	❖ Rentals, such as tables/chairs
❖ Clipboards	❖ Team recognition	❖ Computers
❖ First-aid kit	❖ Gaffers tape	❖ Printer
❖ Some general supplies	❖ Some general supplies	❖ Some general supplies

Also review Chapter 6: Supplies for more detailed supply lists and Chapter 10: Documents and Signage for a detailed list of printer materials.



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### Budget Worksheet

Category	Expenses to be Considered	Notes	Amount
Audio / Video	DJ / Music	☐ Hire a professional, or get a volunteer	\$ -
Audio / Video	Video for Robot Competition and Ceremonies areas	☐ Projector, screens, cameras, related equipment	\$ -
Audio / Video	Public announcement system in the pits	☐ Public address system for the Pit Area.	\$ -
Audio / Video	Sound system for Robot Competition and Ceremonies areas	☐ Microphones and speakers	\$ -
Awards	Award recognition/trophies	☐ Qualifying tournaments are not required to give trophies to award winners (your policy is determined by your region's FLL Partner), but Championship Tournaments are required to use the official LEGO trophies. FLL offers trophy options for qualifiers, but certificates are an acceptable alternative.	\$ -
Awards	Medals or other individual recognitions	☐ Individual recognition is required at Championships, and recommended for qualifiers.	\$ -
General Supplies	Computers and printer	☐ You are going to need at least a few computers. For example, consider your needs for robot game scoring, playing music and videos, judging deliberation software, team check in area.	\$ -
General Supplies	Gaffer's tape/Carpets/Rubber mats/Cable protectors	☐ Covering exposed cords in the Robot Competition and Pit areas	\$ -
General Supplies	Clipboards	☐ For referees in particular. Other volunteers may need as well.	\$ -
General Supplies	First-aid kit	☐ Your venue may have these available for you.	\$ -
General Supplies	Office supplies (pens, pencils, scissors, staples, pads of paper, sharpies, scotch tape, masking tape, tissue, markers, big post-its, printer paper, envelopes, dry erase markers, etc.)		\$ -
General Supplies	Communication devices	☐ Communication between Pit, Judging, Ceremonies and Robot Competition areas. Will you need communication devices? Will cell phones work?	\$ -
General Supplies	Timers/Stopwatches	☐ For judging assistants	\$ -

Access this budget worksheet on the [Chapter 7 Homepage](#).



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### Fundraising



- ❖ **Sponsorship.** Seek out local businesses that might donate goods, services or provide a cash donation. For those who pursue this option, have a plan for what benefits the sponsor can expect in return for a certain level of donation. For example, a business could sponsor a trophy – *Innovative Solution Award presented by Acme Solutions*.
- ❖ **Tournament Fees.** Talk to your Partner about how tournament fees are used to support tournaments in the region.
- ❖ **Raffles.** Hold a 50/50, or raffle donated items/services. Check with your facility if raffles are permitted on the premises and are permitted by the Affiliate Partner organization.
- ❖ **Run Concessions.** Spectators and teams will want snacks or lunches. As an example, find a food establishment nearby that might be willing to sell a large number of items (sandwiches, for example) at a discount, then you could resell them at the tournament.
- ❖ **Sell Tournament T-shirts.**
- ❖ **Sell "Shout Outs".** For a small fee, spectators can have the Emcee shout out words of encouragement to teams just before they begin their competition match.



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More detailed information and support material can be found by visiting the [Chapter 7 Home Page on the Partner Wiki](#).



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## Chapter 8 Teams and Communications

Recommended for: Tournament Director, Teams Coordinator

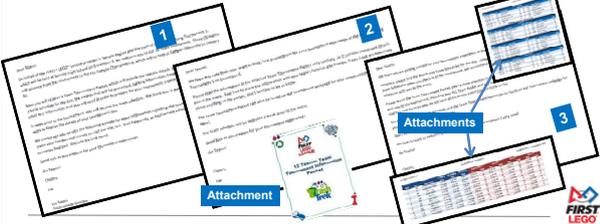
September 1, 2019



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### Teams: Communications & Timeline Before the Event

- Communications will transfer from the Partner to the tournament director with the confirmation of the Team's tournament placement.
- Tournament specific email communications (templates available – [Chapter 8](#) landing page)
  - Email 1: Welcome to the Event (as soon as tournament assignments are final)
  - Email 2: Team Information Packet (2 to 3 weeks prior) – template available!
  - Email 3: Match Schedule and Team Schedule (1 week prior) – schedule templates can be found in [Chapter 8](#), Tools and Templates.




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### Competition Day Checklist – Teams Should Bring

(For U.S. and Canadian regions) Team Roster
Robot, attachments, extra parts
Fresh batteries/spare batteries/rechargeable battery charger
Computer and battery (if available) and power cord
USB download cable ( <b>Bluetooth use is NOT permitted at the tournament!</b> )
Extension cord and power strip
Box to carry Robot to competition field
Provisions for lunch (check with tournament director for options)
Bin to hold personal and team items (coats, games, etc.) to fit under pit table
Innovation Project judging materials, props, and displays
Graphics demonstrating programming strategy for Robot Design Judging
Team games or activities for downtimes (optional)
Team banner or poster to carry for ceremonies or for pit space (optional)
Team giveaways (optional)

\*Note: The Core Values Poster may or may not be required as a part of Core Values Judging. Check with your Partner.



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### Check-In Packets

Prepared for teams to pick up at team check in

Item	Description
Match schedule & team schedule	The match & team schedules should also be provided to teams prior to the tournament
Program book	A program book that explains the day's events and introduces the teams. Template support available.
Emergency procedures	Share emergency procedures for this event.
Maps	Pit map and/or venue map
Practice Table use instructions	What are the rules for using the Practice Tables in the pits? Is there a sign up? Time limit?
Team badges (optional)	One for each team member & two coaches, for Team Only area access
Ceremonies instructions (optional)	Will there be a parade of teams? Designated seating area for teams? Are banners and signs permitted?
Call-back instructions (optional)	Will this tournament have call backs? Perhaps judges will visit teams informally in the pits.
Coach Award nomination form (optional)	Award nomination forms, for coaches, or other local awards that your tournament may give, if you want to encourage teams to submit nominations
FIRST® promotional literature (optional)	If applicable, include information about opportunities for teams interested in moving up to FIRST Tech Challenge or FIRST Robotics Competition.
Survey (optional)	You could ask teams for their feedback – What three (3) things worked well that should not be changed? What three (3) things did not work well and should be changed?



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### What Teams Receive After the event

**Teams should leave your tournament with the following:**

**Awards**, as promoted and 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**, as promoted and 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** (one each) from Robot Design, Innovation Project, and Core Values Judging groups – every team should receive their rubric feedback sheets

Individual certificates, ribbons, key chains, medals, or other – for “High Fives” Line is required at Championships 🗣️ (Check with your Partner for direction) – if possible, every team member should receive a recognition at a qualifying event 🗣️



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### Proprietary Information

- Protect team contact information
- Share team contact information only with those who will communicate to the teams about your event.
- Team contact information may only be used to message teams about your official FIRST LEGO League tournament.
- If you would like to message teams about additional FIRST opportunities, please contact your Partner.





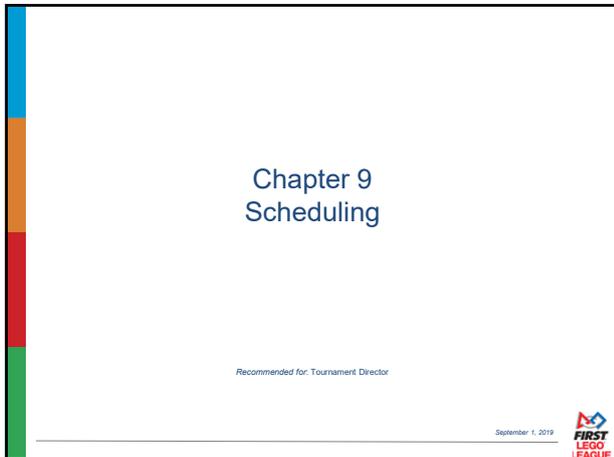

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More detailed information and support material can be found by visiting the [Chapter 8 Home Page on the Partner Wiki](#).



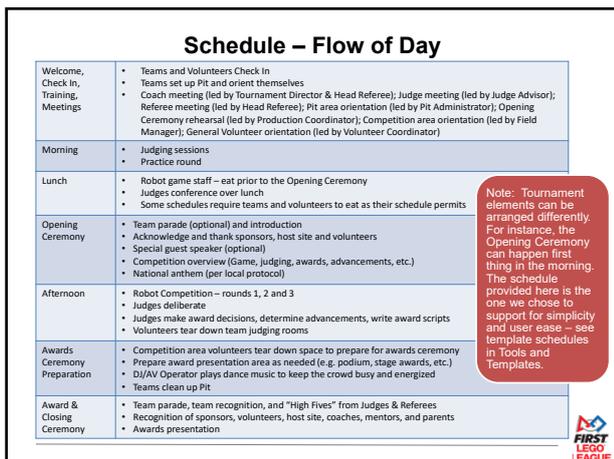
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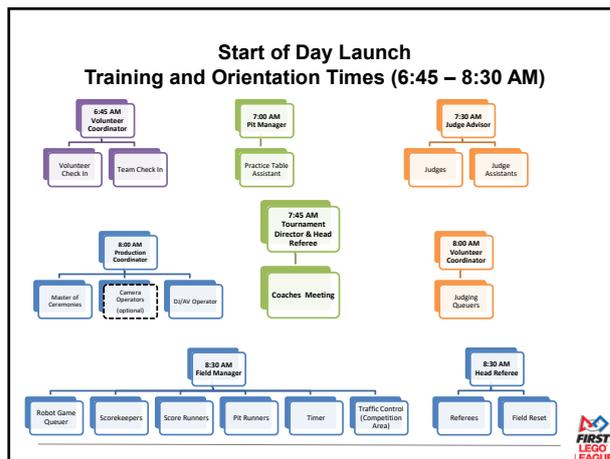
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### Sample Overall Schedule

1 Judging Lane (10 minute judged session + 5 minute break = 15 minute judging blocks)  
2 Tournament Table (2.5 minute robot match + 2.5 minute buffer = 5 minute robot game match blocks)

Qualifier Timeline	12 team Before the tournament
Set up	Before the tournament
Doors open – finalize set up, check in volunteers arrive	6:30-7:00 am
Meetings - Coaches, Judges, Referees, Volunteers	7:00-8:30
Check In - Teams settle in the Pits	7:30-8:30
Judging Sessions	8:30-11:45
Practice Round	9:00-10:15
Lunch **	11:00-1:00
Opening Ceremony	11:45-12:15
Robot Competition – Official Rounds	12:30-2:10
Judge Deliberations	12:15-2:15
Awards/Closing Ceremony	2:30-3:00

**\*\*** Referees eat lunch before robot matches. Judges eat during a working lunch as they attend judge deliberations. Teams eat lunch to accommodate their individual robot game and judging schedules.



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### Detailed Overview

12 Team Tournament | 3 Overall Schedule

Time	Event/What/Who	Location	Comments
7:00	Setup	Event Area	3 to 3 hours needed with 30 volunteers, day before event recommended
6:30 AM	Key Volunteers Report	Designated Entrance	Tournament Director & committee leads, confirm setup & prep
6:30 AM	General Volunteer Breakfast	Volunteer Lounge	Coffee/donuts or breakfast available for general volunteers
6:45 AM	Check in Volunteers Report	Designated Entrance	Prep for Volunteer/Team Check in w/ Volunteer Coordinator
7:00 AM	Judges Report	Volunteer Check In	Judges check in & receive name badges, or other judge identification
7:00 AM	Judge Breakfast Begins	Judge Deliberation Room	Breakfast (judges could bring breakfast from Volunteer Lounge)
7:00 AM	Pit Manager & Practice Table Assistant Report	Pits	Pit Manager to review practice table procedures w/ Practice Table Assistant
7:30 AM	Team Check in & Pits Open	Team Check In Area	Teams begin the Check In process and move into the Pit for load in
7:45 AM	Judge Briefing	Judge Deliberation Room	Judge Advisor briefs Judges - judge pairings, schedule, deliverables, venue tour
7:45 AM	Coach Meeting	Competition Area	Tournament Director (7:45) & Head Referee (8:00) to lead meeting
8:00 AM	Judging Quarters Report	Judge Deliberation Room	Volunteer Coordinator to review position duties with Judging Quarters
8:00 AM	Referees, Field Rest, Head Queuer Report	Competition Area	Field Manager to review position duties and competition flow
8:00 AM	Event, Games Operations, All Operator Report	Ceremonies Area	Production Manager to lead Ceremonies rehearsal
8:15 AM	Judges Report to Judging Rooms	Judging Rooms	Judging Quarters begin locating their first teams
8:30 AM	All Judging Begins	Judging Rooms	Judging Rooms
8:30 AM	Referee Briefing	Competition Area	Head Referee to review game with Referee & Table Reset Volunteers
8:30 AM	Score Keeper and Timer Report	Competition Area	Field Manager to provide position orientation and training
9:00 AM	Practice Round Begins	Competition Area	Robot Game volunteers begin practice rounds
11:00 AM	Lunch for Robot Game Volunteers	Volunteer Lounge	Prepares for Opening Ceremonies and start of official rounds
11:30 AM	Robot Game Volunteers Report	Competition Area	Begin tear down of judging rooms
11:40 AM	Judging Ends	Judging Rooms	Everyone Attend
11:45 AM	Opening Ceremony	Ceremonies Area	Complete Public for each team; award nominations; room rankings
12:30 PM	Working Lunch - All Judges	Judge Deliberation Room	Competition Area
12:30 PM	Official Rounds Begin	Competition Area	Robot Game volunteers begin official rounds
1:00 PM	All Robots Complete	Judge Deliberation Room	All tables, award nominations, room rankings due to JA
1:00 PM	Judges Visit Teams - optional	Pits/Competition Area	Visit with teams in Pits or observe Round 2 of Robot Game - per JA direction
1:30 PM	Final Deliberations Begin	Judge Deliberation Room	Final Deliberations & Award Script Writing
2:00 PM	End of Robot Game	Competition Area	Teams clean Pits - load out
2:30 PM	Tear down Competition Tables	Competition Area	Robot Game Volunteers
2:30 PM	Award Script One	Ceremonies Area	Script delivered to Master of Ceremonies and Tournament Director
2:30 PM	Parade of Teams & "High Fives"	Ceremonies Area	Judges & Referees Assist with "High Fives"/Recognition
2:35 PM	Closing Ceremony	Ceremonies Area	Awards: Robot Design, Robot Performance, Project, Core Values & Champion Award
3:00 PM	Final of Event	Team Room - All Areas	Tear down - All Areas

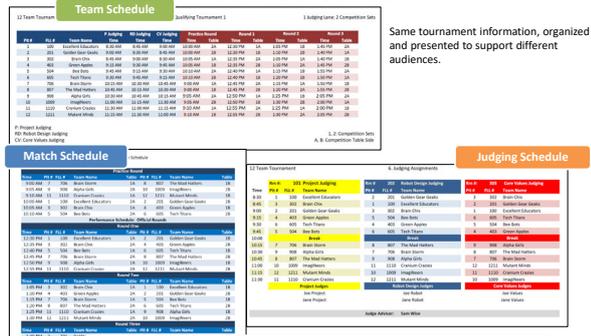
**NOTE:** This detailed schedule overview is available as part of the schedule template packages located in Tools and Templates.



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### Other Schedules

12 Team Tournament | 1 Judging Lane | 2 Competition Sets



Same tournament information, organized and presented to support different audiences.

**NOTE:** These schedules are available as part of the schedule template packages located in Tools and Templates.



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### Organize the same tournament information in various ways...

- Consider the flow of your day
- Consider who needs what information

Schedule Type	Who needs it?
Detailed Overview Schedule	Tournament Director, Volunteer Coordinator, Field Manager, Pit Administrator, Technical Advisor, other Key Volunteer and Tournament Planning Team Members
Schedule by Team	Teams, Spectators, Media
Judging Schedule	Judges, Judging Queuers, Judge Assistants, Pit Administrator
Match Schedule	Referees, Field Manager, Scorekeeper, Master of Ceremonies, Robot Game Queuer, Pit Runners, Timer, Spectators



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More detailed information and support material can be found by visiting the [Chapter 9 Home Page on the Partner Wiki](#).



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## Chapter 10 Documents and Signage

Recommended for: Tournament Director, Materials Coordinator

September 1, 2019



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### Documents and Signage - Overview



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







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### Printed Documents: Total Printing Needs

Copies recommended to support a 12 Team Tournament (Double numbers for 24 Teams)

The first column is the total number of copies needed. The other columns show where to distribute the documents at the event.

Document	Total	Welcome Area	Team Packet	Competition Area	Judging Area	Pit Area
Mission Model Building Instructions	1	0	0	1	0	0
Game Guide (Missions/Rules/Field Setup)	6	0	0	6	0	0
Challenge Updates	5	0	0	5	0	0
Robot Game Score Sheet (for 3 official rounds & 1 practice round)	48	0	0	48	0	0
Match Schedule	253	150	12	20	11	60
Team Schedule	72	30	12	0	0	30
Medical Incident Report Form <i>(required forms vary by region)</i>	6	2	0	2	0	2
Non Medical Incident Report Form <i>(required forms vary by region)</i>	6	2	0	2	0	2
Core Values Input Form	24	6	0	6	6	6



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**Printed Documents: Total Printing Needs**  
Copies recommended to support a 12 Team Tournament ("Program Book Template can be found in the Tools and Templates section of "Chapter 10: Documents and Signage")

Document	Total	Welcome Area	Team Packet	Competition Area	Judging Area	Pit Area
Event Walk-On Volunteer Policy and Application Form	12	12	0	0	0	0
*Program Book	300	168	12	0	0	120
Pit/Venue Map	233	150	12	0	11	60
FIRST® Promotional Literature (Varies)	32	20	12	0	0	0
Emergency Procedures	16	1	12	1	1	1
Practice Table Use Procedures	24	0	12	0	0	14
Team Badges (optional) (For each team member & 2 coaches)	~144	0	~144	0	0	0
Coach Award Nomination Form (optional)	12	0	12	0	0	0



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**Printed Documents: Total Printing Needs**  
Copies recommended to support a 12 Team Tournament ("Schedule-related documents come from the Schedule Templates, available in the Tools and Templates in "Chapter 9: Scheduling")

Document	Total	Welcome Area	Team Packet	Competition Area	Judging Area	Pit Area
FIRST LEGO League to FIRST Tech Challenge/FIRST Robotics Competition Promotional Literature (not applicable for every region)	24	0	12	0	0	12
Ceremonies Procedures (optional)	20	0	12	6	0	2
Judging Call Back Information (optional)	34	0	12	0	8	14
Survey (optional)	12	0	12	0	0	0
Deliberations Flow Chart	1	0	0	0	1	0
Award Descriptions	1	0	0	0	1	0
Awards Script	2	0	0	0	2	0
*Judging Schedule (Overview)	10	2	0	0	8	0
*Judging Room Team Schedule	14	2	0	0	11	1
Core Values Prep Pack	3	0	0	0	3	0
Core Values Award Nomination Worksheet	1	0	0	0	1	0



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**Printed Documents: Total Printing Needs**  
Copies recommended to support a 12 Team Tournament

Document	Total	Welcome Area	Team Packet	Competition Area	Judging Area	Pit Area
Core Values Award Rankings	2	0	0	0	2	0
Core Values Rubric	12	0	0	0	12	0
Innovation Project Prep Pack	3	0	0	0	3	0
Innovation Project Award Nomination Work.	1	0	0	0	1	0
Innovation Project Award Rankings	2	0	0	0	2	0
Innovation Project Rubric	12	0	0	0	12	0
Robot Design Prep Pack	3	0	0	0	3	0
Robot Design Award Nomination Worksheet	1	0	0	0	1	0
Robot Design Award Rankings	2	0	0	0	2	0
Robot Design Rubric	12	0	0	0	12	0



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**Printed Documents: Total Printing Needs**  
Copies recommended to support a 12 Team Tournament

The Volunteer position descriptions can be emailed to each Volunteer prior to the event but providing each Volunteer with a printed copy at check in is nice but optional. These descriptions can be found in the Volunteer Chapter landing page in Other Relevant Materials.

Document	Total	Welcome Area	Team Packet	Competition Area	Judging Area	Pit Area
Volunteer Badges	~40	40	0	0	0	0
Job description: Field Manager	1	1	0	0	0	0
Job description: Head Referee	1	1	0	0	0	0
Job description: Referee	4	4	0	0	0	0
Job description: Master of Ceremonies	1	1	0	0	0	0
Job description: Field Resetter	4	4	0	0	0	0
Job description: Score Keeper	1	1	0	0	0	0
Job description: Timer	1	1	0	0	0	0
Job description: Robot Game Queuer	1	1	0	0	0	0
Job description: A/V Operator (DJ)	1	1	0	0	0	0
Job description: Production Coordinator	1	1	0	0	0	0
Job description: Video Camera Operator (optional)	2	2	0	0	0	0



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### Printed Documents: Total Printing Needs

Copies recommended to support a 12 Team Tournament

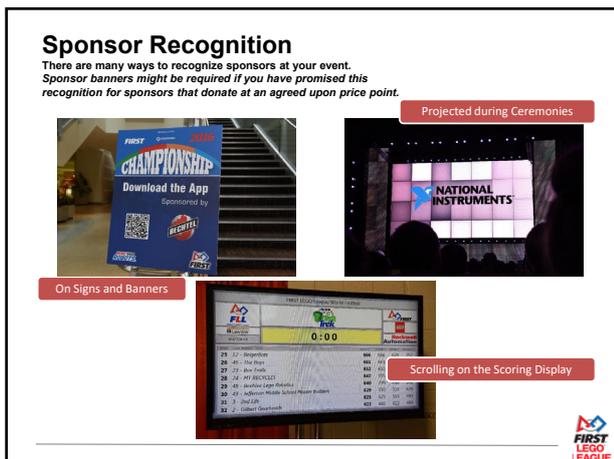
Document	Total	Welcome Area	Team Packet	Competition Area	Judging Area	Pit Area
Job description: Judge Advisor	1	1	0	0	0	0
Job description: Core Values Judge	2	2	0	0	0	0
Job description: Robot Design Judge	2	2	0	0	0	0
Job description: Innovation Project Judge	2	2	0	0	0	0
Job description: Judge Assistant	1	1	0	0	0	0
Job description: Judging Queuer	3	3	0	0	0	0
Job description: Pit Administrator	1	1	0	0	0	0
Job description: Practice Table Assistant	1	1	0	0	0	0
Job description: Pit Runner	1	1	0	0	0	0
Job description: Check In Volunteer	4	4	0	0	0	0
Job description: Information	1	1	0	0	0	0
Job description: Photographer	1	1	0	0	0	0



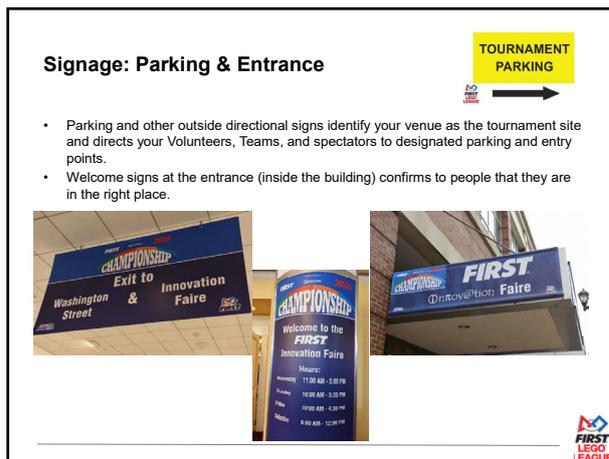
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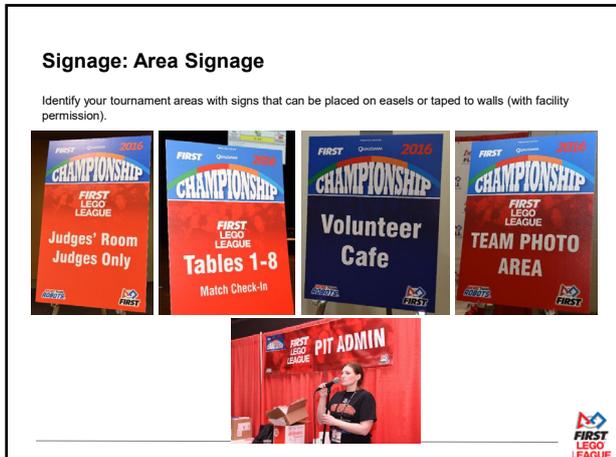
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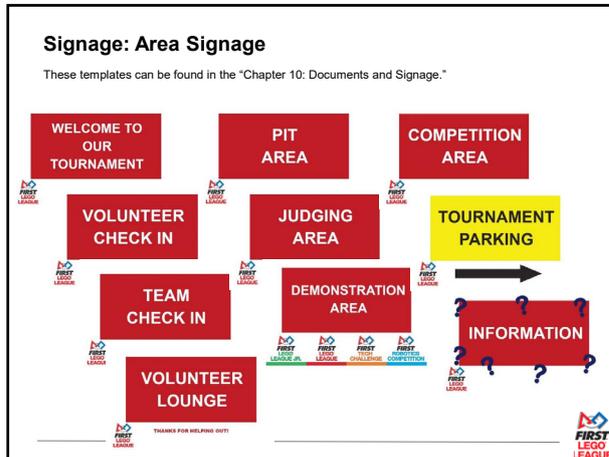
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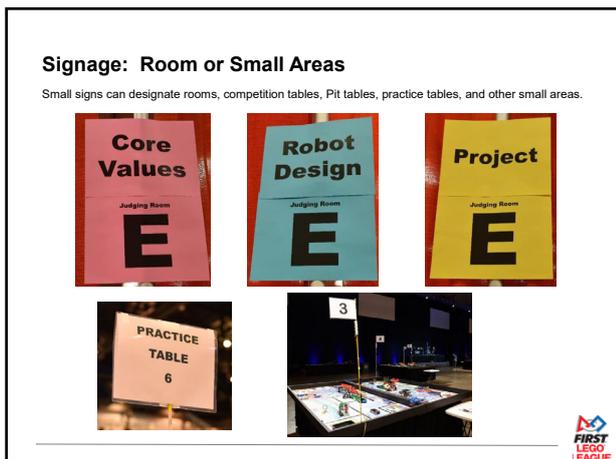
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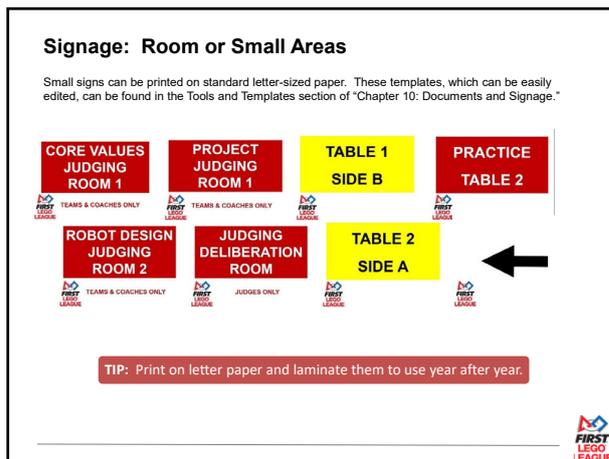
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### Program Book – Templates and Tools are Available

- Program Book Elements
  - Team Information
  - FIRST®, LEGO® and FIRST LEGO League information
  - Basic tournament information
  - FIRST LEGO League Challenge information
  - Awards
  - Advancements
  - Tournament sponsors
  - Key volunteers
  - Information on moving to another FIRST program
  - Global Innovation Award Information
- Program Book Template Use Reminders
  - Pages must be in multiples of 4
  - Templates use 3 or 4 sheets of paper
  - Toolkit available for custom books

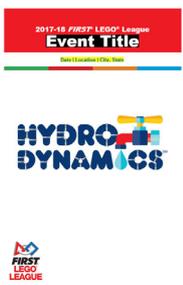


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More detailed information and support material can be found by visiting the [Chapter 10 Home Page on the Partner Wiki](#).

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## Chapter 11

### Event Safety, Accessibility & Cancellation

Recommended for: Tournament Director, Volunteer Coordinator, Facilities Coordinator

September 1, 2019



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### 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** be created for members of the Planning Team and key volunteers, such as the Pit Admin and Field Managers, listing these procedures and protocols.



**What would you do in case of ...**

- ✓ A lost child
- ✓ A tornado
- ✓ Fire
- ✓ Loss of power
- ✓ An earthquake
- ✓ A snow or ice storm
- ✓ A medical emergency
- ✓ A tsunami
- ✓ A violent person



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### Safety




- ✓ 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 walk through of your venue looking for **trip hazards**, especially in high traffic areas.
- ✓ Be careful not to **block exits**.
- ✓ Work with your facility's contact to understand
  - any relevant **building or fire codes**
  - any **safety and health requirements or regulations**
  - any local and applicable laws
- ✓ Make sure **paths remain clear and open**.
- ✓ Are you required to **hire security personnel**?



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### Incidents



- ✓ Review with your venue contact the **venue's procedure** if someone gets hurt.
- ✓ If there is immediate danger, injury or risk of injury – **call emergency services immediately**. (For example, in the US/CAN, call 911)
- ✓ If there is a *significant* incident, **the FIRST LEGO League Partner should be contacted** immediately after you contact emergency services.
- ✓ Should there be an incident, a **completed incident report form** should be given to your Partner.
- ✓ 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.



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### Accessibility



- ✓ Will everyone be able to participate in your tournament? Will you have **team members or volunteers with special needs**?
- ✓ Inform teams in advance of **any limitations as to access**. For example, if the venue does not have a ramp to the Ceremonies stage, only stairs.
- ✓ Ask **the coaches** if any of their students have special needs, and what accommodations are being requested.
- ✓ Ask your volunteers the same.
- ✓ Your venue should meet all accessibility requirements or regulations.



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### Cancellation Policy



- ✓ No one likes to think about this possibility. Plan ahead. The **safety of the teams** is most important.
- ✓ Know in advance the answer to this question: **Under what conditions will you have to cancel your event?**
  - More than 4 inches/10 cm of snow?
  - An ice storm? Remember that teams have to travel
  - Communicable health concern?
  - Loss of power?
- ✓ If you are using a school, **check with your venue contact** because schools may be required to close under certain circumstances.
- ✓ Work with your Partner to create a **comprehensive cancellation policy** - [template available](#).
- ✓ Tell teams **exactly how they will be notified** in case of cancellation. Email, website, text message.
- ✓ Decide with your Planning Team **if and when you will reschedule** in case of cancellation and have this information ready, if needed.
- ✓ (*For qualifiers*) If a qualifier is cancelled and cannot be rescheduled, ask your FIRST LEGO League Partner **how advancement will be determined**. Have this information ready prior to the tournament and ready to be posted, if needed.



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YPP

The remaining slides in this chapter deal with the  [FIRST Youth Protection Program](#).



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YPP

### FIRST® Youth Protection Program

The **purpose of the FIRST Youth Protection Program (FIRST YPP)** is to provide coaches, mentors, volunteers, employees, others working in *FIRST* programs, team members, parents, and guardians of team members with information, guidelines, and procedures to create safe environments for everyone participating in *FIRST* programs.

The *FIRST* YPP sets minimum standards recommended for all *FIRST* activities. Adults working in *FIRST* programs must be knowledgeable of the standards set by the *FIRST* YPP, as well as those set by the school or organization hosting their team.



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YPP

### FIRST® Youth Protection Program

**U.S. and Canada – This is a requirement.**  
Elements in the [FIRST Youth Protection Program guide](#) that are labeled as required are mandatory in the United States and Canada, and may not be waived without the approval of the *FIRST* Youth Protection Department.

**OUTSIDE U.S. and Canada – This is a recommendation.**  
*FIRST* recommends that the standards set forth in the [FIRST Youth Protection Program guide](#) be applied outside of the United States and Canada to the extent possible. At a minimum, you must comply with any local regulations regarding youth protection.



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YPP

### FIRST® Youth Protection Program

For complete information on the *FIRST* Youth Protection Program, read the [FIRST Youth Protection Program guide](#).



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**(U.S. and Canada only)**  
**FIRST® Youth Protection Program Requirements**  
**FIRST LEGO League Official Events**

**IMPORTANT – Talk to your FIRST LEGO League Partner about Youth Protection Program requirements.**

For the purposes of the FIRST Youth Protection Program (FIRST YPP), "Official Events" refers to events that are required to adhere to FIRST YPP policies. The FIRST Youth Protection Department (FIRST YPD) definition of FIRST Official Events (OE) refers to events run by FIRST staff, Regional Directors, Affiliate Partners (or parties engaged by them to run an event) as part of the official FIRST competition season taking place in the United States and Canada, including all FIRST Robotics Competition District events. OEs are those events that determine which teams will advance in the FIRST official competition structure. An "Event Organizer" refers to the organization or individual appointed by an FIRST LEGO League Affiliate Partner to conduct an Official Event.

1. Event Organizers are **required** to comply with the safety rules of the hosting organization and/or facility.
2. Event Organizers are **required** to be fully familiar with the Youth Protection Program's Code of Conduct. (Pages 10-14 of the [FIRST Youth Protection Program Guide](#)).
3. Event Organizers must **require** that any emergency and security service providers at events:
  - o Be available throughout the entire event and remain on site until all teams and spectators have left
  - o Be fully trained and capable of effectively responding to medical and non-medical emergencies.
  - o Be aware of the special security and safety concerns at events with children participating on teams and as spectators
  - o Be aware of the potential risk presented by on-site service providers. It is not feasible to screen or train these individuals, and security personnel should bear this in mind.

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4. Event Organizers are **required** to ensure that event hosts are duly licensed to hold such events and the event activities must stay within the legally specified parameters for numbers of participants and event elements.
5. Event Organizers are **required** to ensure that those providing services for the event or performing at an event (e.g., non-team food vendors, child care services, etc.) are properly licensed.
6. Event Organizers are **required** to document and report all physical injuries, all medical problems, safety concerns, and non-medical incidents to FIRST Headquarters and the FIRST LEGO League Affiliate Partner within 48 hours of the occurrence. [Find official report forms here.](#)
7. Event Organizers are **required** to only allow as Event Volunteers:
  - o Persons 18 years of age or older who have obtained Youth Protection Clearance (YPC) from FIRST
  - o Other persons (either adults without YPC or persons under the age of 18) provided these persons are placed under the direct supervision by an adult who has obtained YPC from FIRST
8. Event Organizers are **required** to decline the services of individuals who have been denied YPC (as provided by FIRST) and **required** to keep confidential the identity of persons who have been denied YPC.
9. Event Organizers are **required** to adhere to safety measures related to the Robot Game that are **required** by FIRST Program management.
10. Event Organizers are **required** to promptly respond to and terminate inappropriate interactions between individuals, including without limitation, violent, abusive, hostile, or potentially harmful behavior.
11. Event Organizers are **required** to ensure that the use of controlled substances not be allowed and promptly report the use of any controlled substances to the proper authority.
12. Event Organizers are **required** to be prepared for emergencies.
13. Event Organizers shall **require** that adults keep team members safe while working with tools, robots, machinery, and materials.

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More detailed information and support material can be found by visiting the [Chapter 11 Home Page on the Partner Wiki](#).

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**Chapter 12**  
**Production**

*Recommended for:* Tournament Director, Production Coordinator, Field Manager, Technical Advisor

September 1, 2019

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### Production Overview

- **Purpose of Production**
  - Include the audience in the experience
  - 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 - *FIRST*® produced – for ceremonies
  - Video cameras – Robot Game
  - Video cameras – Master of ceremonies & guest speakers
  - Displays – scores and game clock






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### Production: Robot Game Field Manager, Key Volunteer

- Music
- Video cameras
- Play-by-play audio
- Game clock
- Scores displays




- ✓ 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.



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### Production: Robot Game Technical Elements Field Manager to work with Technical Advisor

- ✓ 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








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### Production: Robot Game without Cameras

- Consider your space
  - Can people view from an atrium area?
  - Can you set up tables as close to seating as possible?






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### Production: Ceremonies

#### Recommended Elements

Production Coordinator, Ceremonies Key Volunteer

Opening Ceremony	Closing Ceremony
<ul style="list-style-type: none"> <li>✓ Parade of Teams (optional)</li> <li>✓ National anthem of host country (per local protocol)</li> <li>✓ Guest speaker (Innovation Project expert, host, sponsor)</li> <li>✓ FIRST® produced video(s)</li> <li>✓ Recognition and thanks to volunteers, host site, sponsors</li> <li>✓ Event overview</li> </ul>	<ul style="list-style-type: none"> <li>✓ "High Fives" Team parade (Medal or other recognition distribution)</li> <li>✓ Event slide show (optional)</li> <li>✓ Volunteer appreciations and Award</li> <li>✓ Sponsor recognitions</li> <li>✓ Awards distributions</li> </ul>



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### Ceremonies: Production Coordinator

Works with Tournament Director to:	Works with Technical Advisor to:
<ul style="list-style-type: none"> <li>✓ Deliver ceremonies within a set time</li> <li>✓ Write scripts (templates available)</li> <li>✓ Create or locate video and audio content                             <ul style="list-style-type: none"> <li>✓ FIRST® videos</li> <li>✓ National anthem (per local protocol)</li> <li>✓ Music</li> <li>✓ Team slide show</li> </ul> </li> <li>✓ Identify, invite, greet, and provide seating for performers, guest speakers, sponsors, other dignitaries</li> <li>✓ Produce the ceremonies at the event</li> </ul>	<ul style="list-style-type: none"> <li>✓ Provide audio support for presenters (microphones – wireless/hands free), video, and music</li> <li>✓ Provide visual support – computers, video cameras, screens, projectors, video player, slide show creation</li> <li>✓ Provide adequate lighting for Robot Game tables and cameras</li> <li>✓ Safely secure cables and cords</li> <li>✓ Provide volunteers to assist with technical support                             <ul style="list-style-type: none"> <li>✓ Camera operators</li> <li>✓ AV operator or DJ</li> </ul> </li> </ul>



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### Ceremonies: Production Coordinator

#### Opening/Closing Ceremony Rehearsal

- Rehearse the entire ceremony. (You may be unable to practice some elements, like the parade of teams or guest speakers. Estimate the time it will take for these pieces and use stand-in volunteers when possible).
- The Master of Ceremonies reads the script aloud and confirms pronunciations.
- The AV 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 pattern for Parade of Teams and team seating (if incorporated) – Who will assist with this flow?
- Where will the Camera Operators stand? Consider good camera angles for guest speakers (The back of the head is a poor angle, for instance).
- If a national anthem will be performed live, practice the entrance and exit with the performer.
- Time the ceremony – Will it run on schedule?
- **NOTE:** Often a guest speaker 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 him.





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More detailed information and support material can be found by visiting the [Chapter 12 Home Page on the Partner Wiki](#).



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## Chapter 13 Judging Overview

Recommended for: Tournament Director, Judge Advisor

September 1, 2019 

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### Judging Basics and Philosophy



- ✓ **FIRST LEGO League** is a **program with three equal components**: Robot Game, Innovation Project and Core Values.
- 🔗 Each team will be **judged in three areas**. Robot Design, Innovation Project and Core Values.
- 🔗 Each judging session should be 10 minutes with the team and 5 minutes **in** between judging sessions.
- 🔗 Judges will use the **official FIRST LEGO League rubrics** to help them determine which teams will receive awards.

- 🔗 With the exception of the Robot Performance award (which is based in Robot Game scores), **award recipients are determined by a deliberation process**, which is based around discussions of team performance in each judged category.
- 🔗 With the exception of Robot Performance, a team **may only win one award** from the group of Required Awards plus Judges Awards (if used); note this limitation does not apply to individual Special Recognition Awards (such as the Coach/Mentor Award) or local awards.



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### Judging Basics and Philosophy

- 🔗 The **FIRST Core Values** are considered in all judging sessions and even outside of the judging sessions. All volunteers and event organizers may provide input to judges regarding the Core Values displayed by teams during an event.
- ✓ It is **not uncommon** for an award winner in one judging area (for example, a team winning an award from Robot Design judging) not to advance and a team that did not receive an award in a judging area to advance.
- ✓ Judges should be **positive and encouraging** when interacting with the teams, and the kids' work should be respected.
- ✓ Adults are strictly **prohibited from directing team members or interfering with the judging process** in any way.

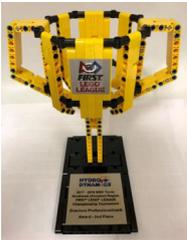


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### Award Eligibility

In order for a team to be considered for Required Awards,

- 🔗 Team members must be of appropriate age for the Program. See [Participation Rules](#).
- 🔗 The team must have **2 to 10** team members.
- 🔗 The team participated in **all three judged areas and the Robot Game**.
- 🔗 The team is at their **first official event** at that tournament level for the season.
- 🔗 The team demonstrated **FIRST Core Values**.





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## What To Do First

- 1 First, **identify the Judge Advisor**. This person should be identified by Challenge release.
- ✓ Second, have the Judge Advisor introduce him/herself to your **Partner's Regional Judge Advisor**.
- 2 Have the Judge Advisor **complete and pass Judge Advisor Certification** through *FIRST*.
- ✓ Have the Judge Advisor **review all the judging material** on the Partner Wiki through *FIRST*.
- ✓ Review with the Judge Advisor the number of **judging lanes and judges** that will be needed.
  - A judging lane is one set of judging rooms. Review *Chapter 3 – Venue*.
  - Each judging lane requires 6 judges (a minimum of 2 judges per room).
  - One lane per 12 teams is typical and recommended.
  - No more than 16 teams per lane.
- ✓ Decide the **spectator policy** for judging rooms. How many adults, if any, can accompany a team into the judging rooms? For example, to video tape the presentation.
- ✓ Determine the format of the Core Values judging session. Consult your Regional Judge Advisor.



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## Recruiting Judges

### Look for Judges who...

- ✓ Have experience working with youth
- ✓ Have the appropriate maturity level
- ✓ Have skills and experience in their judging area



### Robot Design Judges

- ✓ Have some technical expertise
- ✓ Examples: engineers, technicians

### Innovative Project Judges

- ✓ Have experience assessing presentations
- ✓ Examples: professionals in the Challenge topic field, educators, communications professionals

### Core Values Judges

- ✓ Have experience assessing teamwork
- ✓ Examples: trainers, coaches, leaders in the community, communications professionals



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## What your FIRST LEGO League Partner Should Tell You



Your region's Partner should decide the following and provide that information to each Tournament Director.

These are **regional decisions** made by your Partner.

- ✓ Whether the region will require a **Core Values Poster** and/or **Robot Design Executive Summary**.
- ✓ The **awards structure** to be used at your tournament.
- ✓ (For qualifiers) The **number of teams** that will advance from your tournament.
- ✓ (For qualifiers) **Any certificate** to be given to advancing teams.
- ✓ (For qualifiers) If applicable, any regional team recognition items (such as medals) to be distributed.



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## Communicating With Your Teams



Make sure the person communicating with the teams includes the following:

- ✓ The **Core Values poster** and/or **Robot Design Executive Summary** requirements.
- ✓ Any **spectator policy** for the judging sessions.
- ✓ What will and will not be **provided in each judging room**. (For example, some regions provide screens and projectors in the Innovation Project judging rooms).
- ✓ Any requirements for the teams. (For example, some regions may require Innovation Project presentation slideshows be submitted electronically at team check in)
- ✓ A reminder to teams to let the tournament director know if a team member has **any special needs**.
- ✓ Refer to the **Team Information Packet template** in Chapter 8.



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### What to Return



**What to Return to your Partner**

- ✓ Robot Performance scores (file)
- ✓ List of award winners
- ✓ Any incident report forms
- ✓ (Qualifiers only) List of advancing teams
- ✓ (US/CAN only) Team Rosters and any paper Consent and Release forms collected at team check in
- ✓ If applicable, completed Judging Lite deliberation Excel file

**What to Return to the Teams**

- 🕒 Each team's three judging rubrics, filled out by their judges
- ✓ Any judging-related material teams may have left with the judges



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More detailed information and support material can be found by visiting the [Chapter 13 Home Page on the Partner Wiki](#).



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## Chapter 14

### Robot Game Overview

Recommended for: Tournament Director, Head Referee



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### Robot Game Basics and Philosophy

- ✓ FIRST® LEGO® League is a program with **three equal components**: The Robot Game, the Innovation Project and Core Values.
- 🕒 You are required to deliver the Robot Game (rules, missions, table design, field setup) **exactly as written** by FIRST LEGO League.
- 🕒 You must have at least **three official rounds**, which means each team will compete in at least **three official matches**.
- 🕒 Each match is **2.5 minutes** and has two teams playing opposite of each other on a Tournament Table.
- 🕒 The Robot Performance 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.
- ✓ At the tournament, **only two team members at a time** are allowed right up at the Tournament 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.



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### Things To Consider and Decide

- 🔊 First, **identify your Head Referee**. This person should be in place by Challenge release.
- ✓ Your Head Referee should contact your **Partner's Regional Head Referee** who oversees all Robot Game related business in the region, and participate in any training required by the Partner or Regional Head Referee.
- ✓ Have your Head Referee **review all official Robot Game material** from *FIRST* once the Challenge is released, and stay up to date on Robot Game Updates.
- ✓ Decide **how many Tournament Tables** you will need. The recommendation is at least 1 Tournament Table per 12 teams.
- 🔊 Practice rounds, while not required, are **strongly encouraged**. Work with your head referee to **decide if you want to schedule a practice round(s)**.
- ✓ Discuss the **referee recruitment plan** with your head referee and volunteer coordinator.




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### Recruiting Referees

**Look for people who...**

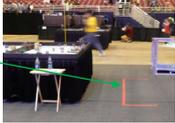
- ✓ Have experience working with youth.
- ✓ Have the appropriate maturity level.
- ✓ Can help inspire kids and make them feel good about their work.
- ✓ Understand that they may have to stand for long periods of time.
- ✓ Can be diplomatic and fair.
- ✓ Are attentive to detail.
- ✓ Enjoy wearing fun hats, a *FIRST* LEGO League referee tradition. Not required.




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### Things to Know

- ✓ 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 Table for the competing team members and referees.
- ✓ In the Robot Competition Area layout, you will also need to account for **an area next to the Tournament Tables where the team members can stand in the buffer zone**, other than the two at the table. It is recommended that you use tape to designate these areas, but get permission from your venue first 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**.


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More detailed information and support material can be found by visiting the [Chapter 14 Home Page on the Partner Wiki](#).



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## Chapter 15 Event Promotion

Recommended for: Tournament Director, Media Coordinator

September 1, 2019 

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Inviting the media to your tournament is suggested, but not required.

Look to identify someone to handle this task. This **"Media Coordinator"** can...

- ✓ Conduct outreach to local media throughout the season and generate interest in your tournament
- ✓ Act as point-of-contact for local media inquiries prior to event
- ✓ Function as contact person for media who attend your tournament
- ✓ Communicate media plans, coverage, and results
- ✓ Relay event cancellation announcements to the media

Look for external support

- ✓ For example, if you work at a University, can the Marketing or Public Affairs office help?
- ✓ Perhaps one of your sponsors could donate the services of their media office.



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### Who Do You Want To Tell?

**Make a target media list** of the organizations you want to invite to your tournament. When you make that list, also include the person to contact with their phone or email. Start about 2-3 months prior to your tournament.



- ✓ Local/Regional TV network affiliates
- ✓ Local/Regional newspapers
- ✓ Local online
- ✓ Suburban newspapers
- ✓ Magazines based in area
- ✓ Local/Regional radio stations
- ✓ Local cable providers
- ✓ Blogs (Education, STEM, Workforce Development)

Organization + Contact Person + Phone/Email



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### When Do You Want To Tell Them?

**Make a list** of dates and action items for each day. For example:

Date	Action Item
November 25	Email Derrick at Channel 17 to schedule a TV visit to the tournament
November 27	Call Helen at the local radio station to arrange an interview
End of November	Email press release to Channels 3, 14 and 57
December 2	Text Anne at the online magazine <i>Robots Are Fun</i> and arrange a time for her to visit the tournament
Week of December 7	Email the local newspaper and arrange a time to meet them at the tournament.



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## How Are You Going To Tell Them?



**FIRST® LEGO® League FAQ**

**What is FIRST® LEGO® League?**  
FIRST® LEGO® League for Grades 4-8 (ages 9 to 10, ages vary by country) introduces children to the fun and experience of solving real-world problems by applying engineering, math, science, and technology. FIRST LEGO League is an international program for children created in a partnership between FIRST and the LEGO Group in 1996. Each year, the program announces an annual Challenge to teams, which engages them in authentic scientific research and hands-on robotics design using LEGO MINDSTORMS® technologies. After a minimum of eight weeks, the FIRST LEGO League season culminates at high-energy, sports-like tournaments. In the 2016/2017 season, more than 250,000 students are participating in over 80 countries.

**What is the LEGO Group's role?**  
The LEGO Group is the Founding Partner of FIRST LEGO League. Since its inception, the LEGO Group has supported the growth and success of the program by contributing each year to the development, management, and funding of customized Challenge Sets, Robot Sets, marketing communications resources, Volunteers, and more. During the 2015/2016 season, LEGO Education became a FIRST Strategic Partner.

**What is the role of FIRST?**  
FIRST is responsible to provide:

- The overall vision and mission to inspire young people's interest and participation in science and technology. This vision guides all FIRST decisions and led to the development of the FIRST LEGO League program.
- The FIRST LEGO League program includes developing the annual Challenge, the standards for the program and Championship, Tournaments, and supporting program documents.

FIRST provides a **media toolkit** which includes a set of **press release templates** customizable to your tournament.

These can be found on the [Chapter 15 Home Page in the Tournament Manual on the Partner Wiki](#).



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## Media Packet

On the day of the event, a **Media Packet** of information will make things much easier on the media. Contents to consider:

- ✓ What is FIRST?
- ✓ What is FIRST® LEGO® League?
- ✓ An overview of the current FIRST LEGO League Challenge.
- ✓ Tournament schedule
- ✓ Venue layout map
- ✓ Team list including hometowns
- ✓ A list of tournament sponsors
- ✓ Promotional material for the Partner's organization and host site
- ✓ A contact person for the tournament with phone or email.




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More detailed information and support material can be found by visiting the [Chapter 15 Home Page on the Partner Wiki](#).



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## Chapter 16 Post Event

Recommended for: Tournament Director

September 1, 2019



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### Feedback



- ✓ 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**.



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### Returns

#### What to Return to your Partner

- ✓ Robot Performance scores (file)
- ✓ List of award winners
- ✓ Any completed Walk-On Volunteer forms
- ✓ Any incident report forms
- ✓ (*Qualifiers only*) List of advancing teams
- ✓ (*US/CAN only*) Team Rosters, with any paper Consent forms, collected at team check-in
- ✓ If applicable, completed Judging Lite deliberation Excel file

#### What to Return to the Teams

- ✓ If you did not do this at the event, each team's three judging rubrics





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### 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 the teams at the event sign a big thank you card, and send the card
- ✓ Send a post-event report
- ✓ Send a program booklet, especially if your sponsors are recognized in it



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More detailed information and support material can be found by visiting the [Chapter 16 Home Page on the Partner Wiki](#).



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Thank You For Your Support!



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