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.

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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10. Documents and Signage
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12. Production
13. Judging Overview
14. Robot Game Overview
15. Event Promotion
16. Post Event
YOUR FEEDBACK MATTERS

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

Please email:
Kathy Levine, klevine@firstinspires.org
Dan Maggio, dmaggio@firstinspires.org

FIRST® Progression of Programs

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

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
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 tabletop 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.

Elements of a FIRST® LEGO® League Tournament

This is a celebration, and it should feel like a celebration. Included are Opening and Closing 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. 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.

Thank you! 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.
A Tournament Director Will Need Help

Common Tournament Roles or Tasks

Think of it This Way

Primary Roles

Secondary Roles

Optional Roles
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

Role Descriptions

- **Tournament Director**
  - Works directly with the Partner to determine budget, equipment support, date, capacity, venue
  - Organizes the Planning Team
  - Oversees the entire operation of the tournament
  - Responsible for developing the tournament schedule
  - Oversees that all areas are staffed, trained, informed
  - Ensures the tournament runs on schedule
  - Works with the Judge Advisor and Production Coordinator to arrange the opening and closing/awards ceremonies
  - Ensures everyone involved has a positive experience
  - At the tournament, is the point of contact for elevated issues
  - Sees that the FLL Global Standards are being met
  - Could handle secondary roles
  - TAKES ON NO OTHER ROLES

- **Judge Advisor**
  - Oversees the Robot Game prior to and during event, including final decisions if scoring is in dispute
  - Assists in recruiting and training of referees, and oversees all referees at the event
  - Responsible for proper construction, quality and maintenance of the Robot Game tables, mats and models
  - Reviews all referee-related material for that Challenge season
  - Participates in head referee training
  - Arranges supplies for referee training and the tournament
  - Coordinates with services, scanner and field manager
  - Provides feedback to judge advisor for deliberations
  - TAKES ON NO OTHER ROLES

- **Production**
  - Works with the Judge Advisor and production coordinator to arrange the opening and closing/awards ceremonies
  - Ensures that all areas are staffed, trained, informed
  - Ensures the tournament runs on schedule
  - Works with the Judge Advisor and Production Coordinator to arrange the opening and closing/awards ceremonies
  - Ensures everyone involved has a positive experience
  - At the tournament, is the point of contact for elevated issues
  - Sees that the FLL Global Standards are being met
  - Could handle secondary roles

- **Volunteer Coordinator**
  - Oversee the Robot Game prior to and during event, including final decisions if scoring is in dispute
  - Assists in recruiting and training of referees, and oversees all referees at the event
  - Responsible for proper construction, quality and maintenance of the Robot Game tables, mats and models
  - Reviews all referee-related material for that Challenge season
  - Participates in head referee training
  - Arranges supplies for referee training and the tournament
  - Coordinates with services, scanner and field manager
  - Provides feedback to judge advisor for deliberations
  - TAKES ON NO OTHER ROLES
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
- Reviews judge-related material for that season
- 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**
- 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

**Technical Advisor**
- Coordinates communications with teams
- Oversee 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
- Coordinates technical systems with the Tournament Director
- Coordinates communications with teams

**Food Coordinator**
- Coordinates food and beverage needs for all volunteers
- Coordinates team functions, if applicable
- Coordinates team functions, if applicable
- Coordinates team functions, if applicable
- Coordinates team functions, if applicable

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

Chapter 3
The Venue

Recommended for: Tournament Director, Technical Advisor, Facilities Coordinator

September 1, 2019

Chapter 3
The Venue

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

1. Opening and Closing Ceremonies Area

- 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

A stage or podium for speakers.
Space for parade of teams for the opening and a high-five line for the closing ceremonies.

<table>
<thead>
<tr>
<th>What to consider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angle seating (240-300 seats per 12 teams)</td>
</tr>
<tr>
<td>Lectern</td>
</tr>
<tr>
<td>Video capabilities</td>
</tr>
<tr>
<td>Access to electricity</td>
</tr>
<tr>
<td>Space for teams to receive awards</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>School gym</td>
</tr>
<tr>
<td>Auditorium</td>
</tr>
<tr>
<td>Atrium</td>
</tr>
<tr>
<td>Large lecture hall</td>
</tr>
<tr>
<td>Large conference space or multi-purpose room</td>
</tr>
<tr>
<td>Student union</td>
</tr>
</tbody>
</table>
Opening & Closing Ceremonies

This area often doubles as the Opening and Closing Ceremonies Area. Seating, assume 240-300 people per 12 teams.

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

Staging area

Tournament table

Examples:
- School gym
- Auditorium
- Large lecture hall
- Student Union
- Large multipurpose room

Power:
- Power tables for scorekeeper, timekeeper, DJ, A/V

Check-in table

Chairs: 6 foot / 1.8 meters wide

Buffer zone

Screen for display

Robot Competition Area

This diagram illustrates two judging lanes, as an example.

Access to power (optional)

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
Team Judging Area

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

Judge Deliberation Room

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

4. Judge Deliberation Room

- Room for food service
- Whiteboard for writing or a screen for projecting on with projector or a wall on which to post

5. Team Pit Area

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
- 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

Table for the judge advisor

Trash cans

Practice for Practice Tables

Air area for each team

Practice tables usually 6 ft. by 2 ft. or 2 m by 0.6 m

Judge Pit Areas

Table, or work surface, and a few chairs

Trash

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

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

Main Entrance

Space for tables and chairs

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

Message board for teams

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 a list of local food places close to the venue.

Other FIRST Programs Area

- FIRST Robotics Competition
Traffic Flow

As you consider a venue, consider how traffic will flow between these five areas. Will it be easy for teams to get from one area to another?

Welcome Area

Team Lunch Area

Robot Competition Area

Team Judging Area

Team Pits

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?

Space Summary

<table>
<thead>
<tr>
<th>Area</th>
<th>12 Teams</th>
<th>24 Teams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceremonies Area</td>
<td>240 - 360 people</td>
<td>480 - 600 people</td>
</tr>
<tr>
<td>Robot Competition</td>
<td>3-2 Tournament Tables</td>
<td>2 Tournament Tables</td>
</tr>
<tr>
<td>Team Judging Rooms</td>
<td>3 rooms</td>
<td>6 rooms</td>
</tr>
<tr>
<td>Judges Deliberation Room</td>
<td>6 judges + 1 judge advisor</td>
<td>12 judges + 3 judge advisor</td>
</tr>
<tr>
<td>Pit Area</td>
<td>12 teams + 2 Practice Tables</td>
<td>24 teams + 3-4 Practice Tables</td>
</tr>
<tr>
<td>Referee &amp; Event Day Volunteer Room</td>
<td>25 people</td>
<td>45 people</td>
</tr>
</tbody>
</table>

More detailed information and support material can be found by visiting the Chapter 3 Home Page on the Partner Wiki.
Chapter 4
Supplies and Equipment

Recommended for: Tournament Director, Materials Coordinator

Supplies and Equipment
As you create your supplies/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, exams, 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")

Supply "Box" for the Following Areas:

- **Welcome Area**
- **Pit Area**
- **Judging Area**
- **Competition/Ceremonies Area**

**Tip:** To make load in easier, color-code your supply boxes by area. This manual attributes the colors shown here to each area.

**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.
### Supplies and Equipment: Welcome Area

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

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside signs</td>
<td>2-4</td>
</tr>
<tr>
<td>Easels</td>
<td>2</td>
</tr>
<tr>
<td>Standard-sized tables</td>
<td>1</td>
</tr>
<tr>
<td>Check In signs</td>
<td>2</td>
</tr>
<tr>
<td>Table covers (optional)</td>
<td>1</td>
</tr>
<tr>
<td>Volunteer identification</td>
<td>125</td>
</tr>
<tr>
<td>Media packet</td>
<td>5</td>
</tr>
<tr>
<td>Office supplies</td>
<td>Variety</td>
</tr>
<tr>
<td>Staff status (optional)</td>
<td>8</td>
</tr>
<tr>
<td>Refreshments</td>
<td>Available for volunteers</td>
</tr>
</tbody>
</table>

### Supplies and Equipment: Welcome Area

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

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check-In sign</td>
<td>1</td>
</tr>
<tr>
<td>Easel</td>
<td>1</td>
</tr>
<tr>
<td>Standard-sized tables</td>
<td>1</td>
</tr>
<tr>
<td>Challenge Set</td>
<td>2</td>
</tr>
<tr>
<td>Race/Race Reservation System (optional)</td>
<td>1</td>
</tr>
<tr>
<td>Crowd control</td>
<td>15</td>
</tr>
<tr>
<td>Table sign/card</td>
<td>12</td>
</tr>
<tr>
<td>Chair</td>
<td>26</td>
</tr>
<tr>
<td>Extension cord &amp; splitter</td>
<td>15</td>
</tr>
<tr>
<td>First aid kit</td>
<td>1</td>
</tr>
<tr>
<td>Red emergency binder (recommended)</td>
<td>1</td>
</tr>
<tr>
<td>P/A system (optional)</td>
<td>1</td>
</tr>
</tbody>
</table>

### Supplies/Equipment Boxes: Pit Area

**Consider supplies and equipment for:**
- **Teams**
  - Information updates
  - Extra tournament documents (See Chapter 10)
- **Practice Table area**
- **Volunteers working this area**
- **General public**

**TIP:** Keep refreshments in this area for your volunteers.
### Supplies and Equipment: Pit Area

For a 12 Team Tournament

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>White board/flip chart</td>
<td>2</td>
</tr>
<tr>
<td>Garbage can &amp; trash bag</td>
<td></td>
</tr>
<tr>
<td>Gaffers tape – black</td>
<td>2</td>
</tr>
<tr>
<td>Gaffers tape – yellow</td>
<td>1</td>
</tr>
<tr>
<td>Computer, projector &amp; screen (optional)</td>
<td>1 each</td>
</tr>
<tr>
<td>Coat rack (optional)</td>
<td>2</td>
</tr>
<tr>
<td>Office Supplies</td>
<td></td>
</tr>
</tbody>
</table>

### Supplies/Equipment Boxes: Judging Area

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.

### Supplies and Equipment: Judging Rooms

For a 12 Team Tournament (One Judging Lane)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room signs</td>
<td>3</td>
</tr>
<tr>
<td>Practice Table (optional)</td>
<td>1</td>
</tr>
<tr>
<td>Table legs, table, saw horses, or milk crate (optional)</td>
<td>4</td>
</tr>
<tr>
<td>Challenge field (optional)</td>
<td>1</td>
</tr>
<tr>
<td>Extension cord &amp; power strip (optional)</td>
<td>1 each</td>
</tr>
<tr>
<td>Projector (optional)</td>
<td>1</td>
</tr>
<tr>
<td>Screen (optional)</td>
<td>1</td>
</tr>
<tr>
<td>Standard-sized table</td>
<td>5</td>
</tr>
<tr>
<td>Chair</td>
<td>10</td>
</tr>
<tr>
<td>Office Supplies</td>
<td></td>
</tr>
<tr>
<td>Teamwork Activity</td>
<td></td>
</tr>
<tr>
<td>Clipboard (optional)</td>
<td>6</td>
</tr>
</tbody>
</table>

### Supplies and Equipment: Judging Deliberation

For a 12 Team Tournament

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area sign</td>
<td>1</td>
</tr>
<tr>
<td>Room signs</td>
<td>1</td>
</tr>
<tr>
<td>Judge Room sign</td>
<td>1</td>
</tr>
<tr>
<td>Copier/printer</td>
<td>1</td>
</tr>
<tr>
<td>Standard-sized table</td>
<td>1</td>
</tr>
<tr>
<td>Chair</td>
<td>8</td>
</tr>
<tr>
<td>Office supplies</td>
<td></td>
</tr>
<tr>
<td>Teamwork Activity</td>
<td></td>
</tr>
<tr>
<td>Clipboard (optional)</td>
<td>1</td>
</tr>
<tr>
<td>Computer with Judging Lite software (optional)</td>
<td>1 each</td>
</tr>
<tr>
<td>Projector &amp; screen (optional)</td>
<td>Deliberations tool</td>
</tr>
<tr>
<td>White board w/ dry erase markers (optional)</td>
<td>Deliberations tool</td>
</tr>
<tr>
<td>Flip charts w/ markers (optional)</td>
<td>Deliberations tool</td>
</tr>
<tr>
<td>Big Post-it notes &amp; markers (optional)</td>
<td>Deliberations tool</td>
</tr>
</tbody>
</table>

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53 | 54

55 | 56
Supplies and Equipment: 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.

Supplies and Equipment: Robot Competition Area

For a 12 Team Tournament (For two Tournament Tables)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area sign and easel</td>
<td>Area sign and easel: &quot;Robot Competition Area&quot; with easel: 1 each</td>
</tr>
<tr>
<td>Tournament Tables</td>
<td>One Tournament Table = two, 4’ x 8’ tables together: 1-2</td>
</tr>
<tr>
<td>Wood cranes</td>
<td>To hold Robot Game tables together: 2</td>
</tr>
<tr>
<td>Challenge field</td>
<td>To hold Tournament Tables for each Practice Table: 2</td>
</tr>
<tr>
<td>Challenge box</td>
<td>Challenge box with mats and LEGO® mission models: 4</td>
</tr>
<tr>
<td>Extension cord &amp; power strip</td>
<td>For audio/visual, video camera, and scoring support: 4</td>
</tr>
<tr>
<td>Computer</td>
<td>For audio/visual and scoring: 2</td>
</tr>
<tr>
<td>Standard-size table</td>
<td>For providing, audio/visual, scoring, timing, awards – one table for each Team: 3-5</td>
</tr>
<tr>
<td>Table cloth (optional)</td>
<td>For above referenced tables: 5</td>
</tr>
<tr>
<td>Chair</td>
<td>2 each for judging, audio/visual, scoring, and timing tables: 2</td>
</tr>
<tr>
<td>Stanchions, pipe &amp; drape, or bicycle racks</td>
<td>Crowd control – to create a barrier between the public and the competition area: Varies</td>
</tr>
<tr>
<td>Audience seating</td>
<td>Stadium seating, bleachers, risers, chairs – may be in venue, or you may need them and set up: ~250 seats</td>
</tr>
<tr>
<td>Audio system</td>
<td>Audio system, including speakers and microphones (consider wireless and hands-free options – recommend 2 microphones): 1 system</td>
</tr>
<tr>
<td>Projector &amp; screen (optional)</td>
<td>For scoring and video feed for robot game: 1 – 3 each</td>
</tr>
<tr>
<td>Video camera (optional)</td>
<td>For projecting Robot Game and ceremonies images onto screen: 1 – 2</td>
</tr>
</tbody>
</table>

Supplies and Equipment: Competition Area (Continued)

For a 12 Team Tournament

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small sign (letter sized)</td>
<td>Sign to place on each competition field (See &quot;Chapter 10&quot;): 4</td>
</tr>
<tr>
<td>Small Parts Bag</td>
<td>Small models that can be lost easily – check with Partner: 1 bag</td>
</tr>
<tr>
<td>Robot height measuring stick</td>
<td>12 inch/30.48 centimeter stick to ensure robot does not exceed height limit: 2</td>
</tr>
<tr>
<td>Tape measure</td>
<td>For accurate placement of mat and mission models on the field: 1</td>
</tr>
<tr>
<td>Clipboard</td>
<td>For each Referee and Master of Ceremonies: 6</td>
</tr>
<tr>
<td>Vacuum or duster</td>
<td>To keep playing field clean: 1</td>
</tr>
<tr>
<td>Referee shirt or sport pinnie</td>
<td>One for each Referee and Head Referee: 5</td>
</tr>
<tr>
<td>Timer (if applicable)</td>
<td>For timing match blocks and/or 2.5 minute matches – the Scoring Display software has a timer: 1</td>
</tr>
<tr>
<td>TV, stand or chair</td>
<td>For teams to use at base for housekeeping during the match: 4</td>
</tr>
<tr>
<td>GoFer’s tape</td>
<td>To tape down cords – very yellow for traffic areas or demarcating hazards: 2 roll(s)</td>
</tr>
<tr>
<td>Dual Lock</td>
<td>To affix mission models to mat, per Field Setup Instructions: Varies</td>
</tr>
<tr>
<td>Black paint</td>
<td>To touch up competition table borders: 1 pint can</td>
</tr>
<tr>
<td>White or yellow paint (optional)</td>
<td>To highlight the best of each team block: 1</td>
</tr>
</tbody>
</table>

Supplies and Equipment: Competition Area (Continued)

For a 12 Team Tournament

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garbage can and trash bag</td>
<td>Venue should supply this: 2</td>
</tr>
<tr>
<td>Red Emergency Folder</td>
<td>Recommended: Venue/Event Emergency Plan – See &quot;Chapter 11&quot; for details: 1</td>
</tr>
<tr>
<td>Pens and Pencils</td>
<td>Assorted to support competition volunteers: 20</td>
</tr>
<tr>
<td>Refreshments</td>
<td>To support competition volunteers: Variety</td>
</tr>
</tbody>
</table>

NOTE: For each area, refer to "Chapter 12: Field Setup" for a list of the documents recommended for each area and templates you can use for creating signage.
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

---

### Supplies and Equipment: Ceremonies Area

For a 10 Team Tournament

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>National flag (per local protocol)</td>
<td>1 each</td>
</tr>
<tr>
<td>Video and audio recordings</td>
<td>1</td>
</tr>
<tr>
<td>Audio system, including operations and interpreters (consider gesture and inside line options)</td>
<td>1</td>
</tr>
<tr>
<td>Extension cord &amp; power strip</td>
<td>2</td>
</tr>
<tr>
<td>Computer</td>
<td>1</td>
</tr>
<tr>
<td>Standard-sized table</td>
<td>2</td>
</tr>
<tr>
<td>Chair</td>
<td>~15</td>
</tr>
<tr>
<td>Stanchions, pipe &amp; drape or bicycle racks</td>
<td>Varies</td>
</tr>
<tr>
<td>Audience seating</td>
<td>~250 seats</td>
</tr>
<tr>
<td>Awards and medals or other participant recognitions</td>
<td>Varies</td>
</tr>
<tr>
<td>Podium (optional)</td>
<td>1</td>
</tr>
<tr>
<td>Projector &amp; screen (optional)</td>
<td>1</td>
</tr>
<tr>
<td>Video camera (optional)</td>
<td>1</td>
</tr>
</tbody>
</table>

---

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

Preparation Task Lists

<table>
<thead>
<tr>
<th>Task</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve and confirm venue. Date and location.</td>
<td></td>
</tr>
<tr>
<td>Write your budget. Know your venue costs. Develop a fundraising plan, and begin to implement it.</td>
<td></td>
</tr>
<tr>
<td>Early Key Decisions</td>
<td></td>
</tr>
</tbody>
</table>

Preparation Task Lists

<table>
<thead>
<tr>
<th>Task</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Key Decisions</td>
<td></td>
</tr>
</tbody>
</table>

Preparation Task Lists

<table>
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<tr>
<th>Task</th>
<th>Due Date</th>
</tr>
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<tbody>
<tr>
<td>Early Key Decisions</td>
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</tr>
</tbody>
</table>

Preparation Task Lists

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>Early Key Decisions</td>
<td></td>
</tr>
</tbody>
</table>
## Preparation Task Lists

### Robot Competition Area
- Typically led by the technical advisor or the Staging Area Director
- Setup tables, chairs, and power outlets
- Assign tables and audit tables for judges and electronic judges
- Have table signs, chairs, and power outlets ready
- Assign tables and areas for judges and team members
- Have table signs, chairs, and power outlets ready
- Have all tables and areas ready for use

### Judge Competition Area
- Typically led by the judge advisor
- Unpack judge shirts, use tables, and power outlets
- Layout judge areas, judge area display, and power outlets
- Have all judge area areas ready for use

### General Area
- Note: If the Robot Competition Area is not accessible to the General Area, much of this may be done
- Setup and test audio
- Setup and test video
- Setup and test tables
- Setup and test chairs
- Layout judge areas, judge areas display, and power outlets
- Have all judge areas areas ready for use
- Have power outlets and tables ready for use

---

### Setting Up Before the Tournament

1. **Robot Competition Area**
   - Typically led by the technical advisor
   - Setup tables, chairs, and power outlets
   - Assign tables and audit tables for judges and electronic judges
   - Have table signs, chairs, and power outlets ready
   - Assign tables and areas for judges and team members
   - Have table signs, chairs, and power outlets ready
   - Have all tables and areas ready for use

2. **Judge Competition Area**
   - Typically led by the judge advisor
   - Unpack judge shirts, use tables, and power outlets
   - Layout judge areas, judge area display, and power outlets
   - Have all judge area areas ready for use

3. **General Area**
   - Note: If the Robot Competition Area is not accessible to the General Area, much of this may be done
   - Setup and test audio
   - Setup and test video
   - Setup and test tables
   - Setup and test chairs
   - Layout judge areas, judge areas display, and power outlets
   - Have all judge areas areas ready for use
   - Have power outlets and tables ready for use
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 Effectiveness/ Volunteer Check-In
- Typically lead by the volunteer coordinator
- Unpack Team Registration and Resource Area Supply Box
- Setup registration tables, seating, plus registration
- Setup additional areas, just in case
- Lay out schedules, programs, team lists, team registration packets, etc.
- Support site or FIRST literature
- Support site or local restaurants
- Support Volunteer Chairs
- 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, items for teams to use
- Robot Design: Practice Table(s) to work and reading for judges
- Core Values: Table and seating for judges, a space for setup for teamwork
- Supplies for each room: extra pens, Kleenex, blank paper for notes, extra rubrics, etc.
- Door signs for each judging room

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 Flags
- Setup each team public address system, if used
- Setup each team tables plus chairs
- Lay out electrical distribution, cover power with tape
- At pit admin table, place emergency procedures folder, if applicable
- Trash cans
- Hang any signage

Team Pit & Volunteer Check-In
- Typically lead by the volunteer coordinator
- Unpack Team Registration and Resource Area Supply Box
- Setup registration tables, seating, plus registration
- Setup additional areas, just in case
- Lay out schedules, programs, team lists, team registration packets, etc.
- Support site or FIRST literature
- Support site or local restaurants
- Support Volunteer Chairs
- Hang any signage

Team Check-In/Volunteer Check-In/Welcome Area
- Typically lead by the volunteer coordinator
- Unpack Team Registration and Resource Area Supply Box
- Setup registration tables, seating, plus table covers
- Lay out schedules, programs, team lists, team registration packets, etc.
- Support site or FIRST literature
- Support site or local restaurants
- Support Volunteer Chairs
- Hang any signage

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

Volunteer Position Requirements

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 5 landing page.
Volunteer Position Descriptions

What jobs need to be done?

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

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 required 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® Volunteer Management system training (for US/Canada), reference 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

Training – The Judge Advisor Prepares the Judges

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
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 have 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.

NOTE: Even if your region does not require that judges be trained and certified, the judge advisor can recommend that judges supporting her event take the training.

Event Day Judge Orientation Agenda available – see Chapter 6!
The 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

Volunteer Positions: Robot Game

- Leadership
  - Field Manager
  - Head Referee
- Event Day
  - Audio/Visual Operator/Day
  - Field Resetter
  - McGame Annunciator
  - Pit Runner
  - Referee
  - Robot Game Queuer
  - Scorekeeper
  - Score Runner
  - Timer
  - Video Camera Operator (optional)
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 Queue

Volunteer Positions: Welcome Area

- Leadership
  - Volunteer Coordinator

- Event Day
  - Information Volunteer
  - Team Registration
  - Volunteer Registration

Volunteer Positions: Pit Area

- Leadership
  - Pit Manager

- Event Day
  - Practice Table Coordinator
  - Practice Table Assistant

  - Practice Table Assistant

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)
Other Volunteer Positions

- Leadership
  - Volunteer Coordinator

- Event Day
  - Floater
  - Photographer
  - Set up
  - Tear Down
  - Traffic Control/Security

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!

Situation Escalation Policy

Develop a Situation Escalation Policy

If the lead for each area (judge advisor, field manager, head referee, pit administrator, 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 responsibility that he/she is not prepared to assume!
Volunteer Hierarchy: Robot Competition Area

- Field Manager
- Head Referee
- Referee
- Field Resetter
- Head Queuer
- Robot Game Queuer
- Pit Runner
- Score Keeper
- Score Runner
- Timer

Production Coordinator
- Master of Ceremonies
- A/V Operator
- Camera Operator

Volunteer Hierarchy: Judging

- Judge Advisor
- Head Robot Design Judge
- Robot Design Judge
- Head Innovation Project Judge
- Innovation Project Judge
- Head Core Values Judge
- Core Values Judge
- Judge Assistant
- Judging Queuer

Note: The head judge roles are optional. Check with your judge advisor.

Volunteer Hierarchy: Pits & Other

- Pit Manager
- Teams
- Traffic Control
- Photographer
- Setup & Tear Down
- Team Check In Coordinator
- Practice Table Assistant
- Volunteer Coordinator
- Volunteer Check In
- Volunteer Information

NOTE: These roles are required if a practice table reservation system is used.

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 jerseys
  - Volunteer hats
  - Volunteer access badges (name tags, lanyards)
Volunteer Recruitment: Where can you find them?

Area FIRST Teams
- Ask the regional volunteer coordinator to send a request to any FIRST high school teams to have volunteers for your event.
- Ask FIRST LEGO League teams who are not competing at the event to help – the Partner can assist with these messages.

Participating FIRST LEGO League Teams
Ask the school teams that will attend your event for FLL volunteers (new volunteers can help with crafts and set up; veteran volunteers can help with day-to-day practices) in areas that could support your efforts. These are just examples.

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

Volunteer Communications Timeline

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)

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

Post Tournament Feedback
- Provide in-person training (for judges and referees)
- Coordinate a Challenge Set build party (optional)

Volunteer Recruitment: More options…

Educational/Community Organizations
- United Way
- Rotary Club
- M I T A l u m n i
- Lions Club
- Service Organizations
- United Way
- Rotary Club
- National Honor Society
- Student Government

Event Sponsor Organizations
- 3M
- SAIC
- Rockwell Automation
- NI
- Event Sponsor

Professional Organizations
- American Society of Mechanical Engineers (ASME)
- American Society of Civil Engineers (ASCE)
- National Society of Black Engineers (NSBE)
- Society of Women Engineers (SWE)

Schools/Colleges
- College (United States examples)
- University (United States examples)
- College in your area
- University in your area

Volunteer Recruitment Websites
- Create the Good (Free for nonprofits)
- Idealist (2 million website visits per month – free to post volunteer opportunities)
- VolunteerMatch (Fees could apply)
- United Way
- Lions Club
- Rotary Club
- United Way
- National Honor Society
- Student Government
- 4-H Clubs
- Boys and Girls Clubs of America
- Girl Scouts
- Boy Scouts
- SAIC
- Rockwell Automation
- NI
- Event Sponsor

Volunteer Information Packet
- Include information on key volunteer positions
- Include Volunteer Information Packet in the email account used for volunteers
- Include information to all volunteers (See Volunteer Information Packet).
Volunteer Retention & Recognition
Give them a Great Experience!

**Before the Tournament**
- 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

Send an Information Packet
* Template available in Chapter 6

**At the Tournament**
- 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)

**After the Tournament**
- 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 Retention & Recognition
Give them a Great Experience!

Volunteer Check in:
- Shirt
- Name badge
- Gift
- Smile
- Ready to go!

Volunteer Photo Gift

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

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 (YPD).
• 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.

Log into or create your FIRST account on the www.firstinspires.org website. More detailed information and support material can be found by visiting the Chapter 6 HOME PAGE on the Partner Wiki.
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. These are 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
- Adhere to any requirements by your Partner.

Examples of Common Budget Items

<table>
<thead>
<tr>
<th>Supplies</th>
<th>Consumables</th>
<th>Equipment/Fees/In-Kind/Borrow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competition Tables</td>
<td>Challenge Sets</td>
<td>Audio</td>
</tr>
<tr>
<td>Signs</td>
<td>Trophies</td>
<td>Video</td>
</tr>
<tr>
<td>Reference shirts</td>
<td>Food for volunteers</td>
<td>Venue usage fees</td>
</tr>
<tr>
<td>Towels</td>
<td>Printing</td>
<td>AV fees</td>
</tr>
<tr>
<td>Extension cords</td>
<td>Insurance identification</td>
<td>Parachutes, such as baby chutes</td>
</tr>
<tr>
<td>Clips and clips</td>
<td>Team recognition</td>
<td>Computers</td>
</tr>
<tr>
<td>First aid kit</td>
<td>Gaffers tape</td>
<td>Computers</td>
</tr>
<tr>
<td>Some general supplies</td>
<td>Some general supplies</td>
<td>Printer</td>
</tr>
<tr>
<td>Some general supplies</td>
<td>Some general supplies</td>
<td>Printer</td>
</tr>
</tbody>
</table>

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 sell donated items/services. Check with your facility if raffles are permitted 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 provide 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.
More detailed information and support material can be found by visiting the Chapter 7 Home Page on the Partner Wiki.

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) – templates available!
  - Email 3: Match Schedule and Team Schedule (1 week prior) – schedule templates can be found in Chapter 9, Tools and Templates.

Attachment

Competition Day Checklist – Teams Should Bring

- [U.S. and Canada regions]
  - First aid supplies (e.g., bandages, antiseptic wipes) for Standard and FIRST Robotics Competitions
  - Team t-shirts, team hats, team badges, team flags
  - USB download cable (Bluetooth use is NOT permitted at the tournament!)
  - Extension cord and power strip

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

Check schedule & team schedule
The match & team schedule 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 the 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? 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?

Check-In Packets
Prepared for teams to pick up at team check in

What Teams Receive
After the event

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.

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 etc.

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.

More detailed information and support material can be found by visiting the Chapter 8 Home Page on the Partner Wiki.
Chapter 9

Scheduling

Schedule – Flow of Day

Morning
- Judging panels
- Referee
- Manager
- Assistant

Lunch
- Robot game staff
- not part of the Opening Ceremony
- Judges and mentors
- Some schedules require teams and volunteers to eat at other schedules

Opening Ceremony
- Team presentations and introductions
- Acknowledges the judges and mentors
- Special guests (optional)
- Competitive events (teams, judging, awards, advancements, etc.)
- National anthem (per local protocol)

Evening
- Robot Competition – rounds 1, 2 and 3
- Judges, feedback
- Presentations, advancement, awards, awards
- Volunteers tear down team judging course

Conclusion
- Schedule and a congratulatory tea dance
- Keep the tea dance event simple
- Attend to the tea dance event
- Award ceremony
- Team Tear Down

Conclusion
- Recognition of sponsors, mentors, local city, coaches, mentors, and parents
- Awards presentation

Schedule Considerations

- Length of Tournament Day
  - Full-day (Judging panels see 12 teams; practice round in morning)
  - Two-day schedule (Judging day one; practice and official rounds day two)
- Number of Judging Lanes: One (1) Lane = One (1) Robot Design, one (1) Innovation Project, one (1) Core Values Judging Panel
  - Recommend no more than 12 teams per Judging Lane
  - One (1) Judging Lane for 12 teams
  - Two (2) Judging Lanes for 12-24 teams
  - Three (3) Judging Lanes for 25-36 teams
  - Four (4) Judging Lanes for 37-48 teams
- Number of Competition Tables: One (1) Tournament Table = Two (2) half (practice) Tables screwed together – see Field Setup Instructions
  - Recommend two (2) Tournament Tables for tournaments of 12 – 24 teams
  - Recommend three (3) Tournament Tables for tournaments of 25 – 36 teams
  - Recommend four (4) Tournament Tables for tournaments of 37 – 48 teams

Start of Day Launch

Training and Orientation Times (6:45 – 8:30 AM)

Note: Tournament elements can be rearranged differently.
- The schedule for the Opening Ceremonies can happen first thing in the morning. There are additional elements provided here in the schedule to ensure flexibility for the teams and event.
- The schedule is a template included with the tournament kits and user guide – see template instructions for tools and templates.
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

Set up
Before the tournament
Doors open – finalise 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 **
Opening Ceremony 11:00-1:00
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.

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

Other Schedules

Detailed Overview

Organize the same tournament information in various ways...

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

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

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.

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## Printed Documents: Total Printing Needs

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<td>0</td>
</tr>
</tbody>
</table>

A FIRST Event

Check with your Partner. You might be able to borrow FIRST branded material for your tournament.

Sponsor Recognition

There are many ways to recognize sponsors at your event.
Sponsor banners might be required if you have promised this recognition for sponsors that donate at an agreed upon price point.

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Projected during Ceremonies

On Signs and Animations

Scrolling on the Scoring Display

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Signage: Parking & Entrance

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

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Signage: Area Signage

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

Signage: Area Signage

These templates can be found in the "Chapter 10: Documents and Signage.”

TIP: Print on letter paper and laminate them to use year after year.

Signage: Room or Small Areas

Small signs can designate rooms, competition tables, Pit tables, practice tables, and other small areas.

Signage: Room or Small Areas

Small signs can be printed on standard letter-sized paper. These templates, which can be easily edited, can be found in the Tools and Templates section of "Chapter 10: Documents and Signage.”
Program Book — Templates and Tools are Available

- Program Book Elements
  - Team Information
  - FIRST®, LEGO® and FIRST LEGO League information
  - Basic tournament 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

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

Chapter 11
Event Safety, Accessibility & Cancellation

Recommended for: Tournament Directors, Volunteer Coordinators, Facilities Coordinators

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.

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

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.

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.

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.
The remaining slides in this chapter deal with the FIRST Youth Protection Program.

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.

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.

For complete information on the FIRST Youth Protection Program, read the FIRST Youth Protection Program guide.
FIRST® Youth Protection Program Requirements

FIRST LEGO League Official Events

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 events), or as part of the official FIRST competition season taking place in the United States and Canada. 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 the 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:
   - Be available throughout the entire event and remain on site until all teams and spectators have left.
   - Be fully trained and capable of effectively responding to medical and non-medical emergencies.
   - Be aware of the special security and safety concerns at events with children participating on teams and as spectators.
   - 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.

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

4. Event Organizers are required to ensure that event hosts are duly licensed to hold such events and the event activities are in line with 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:
   - Persons 18 years of age or older who have obtained Youth Protection Clearance (YPC) from FIRST.
   - Other persons, either adults without YPC or persons under the age of 18 provided these persons are placed under the direct supervision of 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 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 guidelines.
10. Event Organizers are required to promptly respond to and terminate inappropriate interactions between individuals, including but not limited to, verbal, physical, sexual, or potentially harmful behavior.
11. Event Organizers are required to ensure that the use of controlled substances will 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.

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

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.

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

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?
Production: Ceremonies
Recommended Elements
Production Coordinator, Ceremonies Key Volunteer

Opening Ceremony
- Parade of Teams (optional)
- National anthem of host country (per local protocol)
- Guest speaker (Innovation Project expert, host, sponsor)
- FIRST® produced video(s)
- Recognition and thanks to volunteers, host site, sponsors
- Event overview

Closing Ceremony
- “High Fives” Team parade (Medal or other recognition distribution)
- Event slide show (optional)
- Volunteer appreciations and Award
- Sponsor recognitions
- Awards distributions

Ceremonies: Production Coordinator
Works with Tournament Director to:
- Deliver ceremonies within a set time
- Write scripts (templates available)
- Create or locate video and audio content
- First® videos
- National anthem (per local protocol)
- Music
- Team slide show
- Identify, invite, greet, and provide seating for performers, guest speakers, sponsors, other dignitaries
- Produce the ceremonies at the event

Works with Technical Advisor to:
- Provide audio support for presenters
- Microphones – wireless/hands free
- Video player
- Music
- Team slide show
- Provide volunteers to assist with technical support
- Camera operators
- AV operator or DJ

Opening/Closing Ceremony Rehearsal
- Rehearse the entire ceremony. You may be unable to practice some elements, like the parade of teams or guest speakers. Consider the flow it will take for these pieces and use substitute volunteers when possible.
- The Master of Ceremonies reads the script aloud and confirms pronunciations.
- The A/V Operator practices incorporating video components into the ceremony.
- The Technical Advisor runs a sound check with the systems in place.
- The Production Coordinator confirms patterns for Parade of Teams and team seating (if incorporated). Who will assist with this flow?
- Consider good camera angles for guest speakers (The back of the head is a poor angle for audiences).
- 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 the person a time limit and offer to prepare some remarks or talking points for them.

More detailed information and support material can be found by visiting the Chapter 12 Home Page on the Partner Wiki.
Chapter 13
Judging Overview

Recommended for: Tournament Director, Judge Training

September 1, 2019

Judge 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.

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.
What To Do First

1. Identify the Judge Advisor. This person should be identified by Challenge release.
2. Second, have the Judge Advisor introduce himself to your Partner’s Regional Judge Advisor.
3. Have the Judge Advisor complete and pass Judge Advisor Certification through FIRST.
4. Have the Judge Advisor review all the judging materials on the Partner Wiki through FIRST.
5. 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 2 – 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.
6. 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.
7. Determine the format of the Core Values judging session. Consult your Regional Judge Advisor.

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

What your FIRST LEGO League Partner Should Tell You

Your region’s Partner should decide the following and provide this 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.

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.
Chapter 14
Robot Game Overview

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.

More detailed information and support material can be found by visiting the Chapter 13 Home Page on the Partner Wiki.
Things To Consider and Decide

1. 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).

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.

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 Table where the team members can stand in the buffer zone, other than the two at the table. It’s 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. The area is often called a Staging Area, Queueing Area or On Deck Area.

More detailed information and support material can be found by visiting the Chapter 14 Home Page on the Partner Wiki.
Chapter 15
Event Promotion

Recommended for: Tournament Director, Media Coordinator

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.

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

When Do You Want To Tell Them?

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Action Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 25</td>
<td>Email Derrick at Channel 17 to schedule a TV visit to the tournament</td>
</tr>
<tr>
<td>November 27</td>
<td>Call Helen at the local radio station to arrange an interview</td>
</tr>
<tr>
<td>End of November</td>
<td>Email press release to Channels 3, 14 and 57</td>
</tr>
<tr>
<td>December 2</td>
<td>Text Anne at the online magazine Robots Are Fun and arrange a time for her to visit the tournament</td>
</tr>
<tr>
<td>Week of December 7</td>
<td>Email the local newspaper and arrange a time to meet them at the tournament</td>
</tr>
</tbody>
</table>
How Are You Going To Tell Them?

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 on the Partner Wiki](http://partnerwiki.firstlegoleague.com/wiki/Chapter_15). 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.

More detailed information and support material can be found by visiting the [Chapter 15 Home Page on the Partner Wiki](http://partnerwiki.firstlegoleague.com/wiki/Chapter_15).
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.

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

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

More detailed information and support material can be found by visiting the Chapter 16 Home Page on the Partner Wiki.
Thank You For Your Support!

FIRST