



***FIRST*[®] *LEGO*[®] League** **Team Tournament** **Information Packet**

www.firstinspires.org

200 BEDFORD STREET ■ MANCHESTER, NH 03101



FOR INSPIRATION & RECOGNITION OF SCIENCE & TECHNOLOGY

Table of Contents

Tournament Date, Time, Location and Contact	3
Basic Schedule	3
Parking	3
Food	4
Dress	4
Team Size	4
Team Check-in	5
Pit Area	5
Coaches' Meeting	6
Judging	7
Robot Design Judging	7
Project Judging	7
Core Values Judging	7
Opening Ceremony	8
Spectators	8
Robot Game	8
Awards	9
Championship Advancement	9
What is <i>Gracious Professionalism</i> ®?	9
Tournament Cancellation Policy	10
Competition Day Checklist	10

Sycamore FIRST® LEGO® League Qualifier

Tournament Date, Time, Location and Contact

Date: December 1, 2018

Time: 7:30 AM – 4:00 PM

Location: Edwin H. Greene Intermediate School, 5200 Aldine Drive, Cincinnati, OH 45242

Tournament Contact: Subha Ambigapathy, 513-520-4655, sycamore.fll.tournament.2017@gmail.com

Basic Schedule

Time	Activity
7:30 AM	Team Check-in & Pits Open
7:45 AM	Coach Meeting
8:30 AM	Judging Begins (All Judging is CLOSED to the public)
8:30 AM	Practice Robot Round Begins (Open to the Public)
11:00 AM	Opening Ceremony (Open to the Public)
11:45 AM	Official Robot Rounds Begin (Open to the Public)
1:55 PM	Robot Game Ends
3:10 PM	Closing Ceremony (Open to the Public)

Parking

When coaches enter the parking lot, pull up to the front of the building and toward the left to the cafeteria circle. Team members may also be dropped off at the cafeteria circle. An FLL sign will mark the location of the cafeteria circle.

Park temporarily at the cafeteria circle and enter the cafeteria entrance doors for Team Check-In. Wait to unload your equipment until after you check in. Then bring all food and beverages (in large bags or storage containers) to the back of the cafeteria. At that point, you will have the option of unloading your equipment (if on wheels) through the cafeteria doors and down the hallway to the pit. Or you can drive your car past the cafeteria circle to the back of the building where you can unload your equipment directly into the pit area. Note that there are a few stairs leading into the pit area at the back of the building. Parking for all coaches will be in the back of the building. Parking for spectators will be in the front of the building.

Food

Breakfast, lunch, snacks, and drinks will be available for purchase. Cash only.

For breakfast, we will have bagels (\$2 each) and coffee, hot chocolate, and donuts (\$1 each).

For lunch, we will have pizza (\$2 per slice), snacks, candy, baked goods, water, and soda (\$1 each). Whole pizzas will be available for \$15.

Pre-ordered pizzas can be picked up in the cafeteria between 11 a.m. and 1 p.m. We will not be designating specific lunch times for teams.

Teams may bring their own meals, drinks, and snacks. All food and drinks must be consumed in the cafeteria. No food or drinks may be consumed in the pit area, presentation rooms, or tournament space. We recommend that teams bring a large bin, cooler, or bag to store the team's food. These containers must be placed in the cafeteria at the back of the room. Please label your containers.

To have a friendlier environmental impact, coaches and team members should bring refillable water bottles. They can be refilled in water fountains in the area. Water bottles must also be kept in the cafeteria. Make sure they include names on the bottles.

If the team plans to give food treats as giveaways to other teams, this sharing must be done in the cafeteria and not in the pit area.

Dress

Dress for all teams is casual. In fact, we encourage your team to adopt a fun and unique team identity, which allows others to understand something about your team, your engineering experience, or your Project. Think smart marketing! Remember to **HAVE FUN!**

Team Size

The maximum number of children on your team is 10. All members of your team must be between the ages of 9 and 14 years (in the United States, Canada, and Mexico), or between the ages of 9 and 16 years outside North America. In Ohio, team members may be younger than 9. For the upper age limit, no student can be older than 14 years of age (or 16 years of age outside North America) as of January 1 of the Challenge year.

Team Check-In

Team check-in will run from 7:30 AM – 8:15 AM. One coach should arrive in time for a coaches' meeting at 7:45 AM.

Coaches must submit the following for their teams to the team check-in volunteers:

- **Team Roster (for United States and Canadian regions):** Download your team roster from the Team Registration System, print a copy, and bring it to team check-in. *FIRST* Consent and Release is required for every team member, coach, and mentor who will be with the team during the competition day. Consent can be done electronically. For instructions, visit [Youth Registration System Overview](#). Staple additional [FIRST® Consent and Release Forms](#) to the Team Roster for any team member or coach who does not have an electronic consent form on file.
- **Payment for Lunch Pre-Orders:** If your team pre-ordered pizza and drinks, submit your cash payment during Team Check-In.

Your team will receive the following at Team Registration:

- **Team Access Passes:** One Sycamore FLL wristband will be provided for each team member and two coaches who will also receive Lanyards with their name tags. Your team will only receive two coach wristbands and lanyards even if your team works with more than two coaches and mentors. Your team will need to decide which two adults will be spending the day with the students. **NOTE: At least one adult coach is required to supervise the team at all times during the tournament.**
- **Schedule of Events and/or a Program Book:** Your team will be provided information about the tournament day, including a competition schedule.

Pit Area

The Pit is where your team will spend most of the time. This area is where you will work on your robot and programming. This area is also where you can enjoy downtime with your team, get to know other teams, see their robots, and find out about their Projects. Your team will have access to the following:

- One standard-sized table
- At least two (2) chairs
- Electricity – Bring an extension cord and a power strip, as your access point will consist of a single outlet/plug. A power strip will allow you to charge your robot and your laptop at the same time.

We recommend that you bring the following for your team to have in the Pit Area:

- A bin or large trash bags to store personal belongings, such as coats, under your table
- Your robot and all your robot supplies (attachments and additional building pieces)

Sycamore FIRST LEGO League Qualifier – Team Tournament Information

- Your laptop computer and power cord
- An extension cord and power strip
- A box or small bin to carry your robot and attachments to and from the competition area
- A team display board (or feel free to set up your Core Values poster for display)
- A team banner or other team sign to hang from your pit table and carry for Opening & Closing Ceremonies
- Games (There will be long periods of downtime. Bring some small games that the team can play when things are slow.)
- Items to share with other teams (optional) – At many tournaments, teams bring something little that says something about their team that they can share with other teams. (Example: A team might pass out Kiss candies with a note to remind teams about the K.I.S.S. principle, “Keep It Simple, Silly.”) Or bring whatever else you would like to share that says something about your team, your school, your Project, your robot, etc.

Some Pit Area Rules for you to keep in mind:

- Coaches should NEVER work on the robot, the attachments or the robot programming. In fact, coaches should refrain from handling the robot, attachments or the computer – save your internet surfing for another time. **NOTE: If your team encounters technical difficulty, let a tournament volunteer know, so that the officials at the event understand why a coach might need to handle a robot or work on the computer.**
- Remember to be gracious professionals when using a Practice Table:
 - Be mindful of your time and other teams’ needs (In the event that another team has a crisis with their robot – robot repairs, loss of firmware, etc. – please be courteous and allow a team facing a crisis to use your practice time).
 - Reset the Practice Table for the next team
 - Make sure you check that you do not take a mission model from the Practice Table
 - Offer help to teams that may need it!

Coaches’ Meeting

The Coaches’ Meeting will be held in the Competition Area at 7:45 AM. At least one team coach should attend this meeting. Make sure that another coach or mentor is assisting the team to set up their pit area during this time. At this meeting, your team’s coach will have the opportunity to:

- Meet the tournament director
- Meet the head referee
- Understand the flow pattern through the competition area
- Ask judging-related questions
- Ask robot game questions
- Ask any other tournament-related questions

Judging

Team judging begins at 8:30 AM. Each team will be judged within a judging block. Your team will spend ten (10) minutes with the first set of judges, have five (5) minutes to regroup, spend ten (10) minutes with the second set of judges, have five (5) minutes to regroup, and spend ten (10) minutes with your final set of judges.

Only team members and two (2) coaches will be allowed into the judging rooms. One team coach will be permitted to videotape the judging session; however, that adult should remain in designated areas. Nobody from the team should stand behind the judges. Coaches should be silent observers of the judging process and refrain from influencing the session in any way. If you choose to use a PowerPoint presentation, you will have to use your own computer. You will also need your own projector if you want to enlarge the presentation. The judging schedule is tight. You must be on time for your judging sessions or forfeit the session.

All cell phones (team members & coaches) should be silenced during the judging sessions (unless being used as part of the team's presentation).

The following outlines what you can expect in each of the judging sessions.

Robot Design Judging

During this session, your team will spend ten (10) minutes with the judges. The team should be prepared to present your **Robot Design Executive Summary** (as outlined in the Robot Design Executive Summary document), which should last no longer than five (5) minutes, to allow for the judges to ask your team questions.

You must bring your robot, its manipulators, and a diagram, printout or a laptop that shows your programming to the robot design judges! We strongly recommend using the Robot Design Worksheet to communicate with the judges (this worksheet is a requirement for any team using alternate programming languages). If your team is using an alternate programming language, you must notify Brenda Ronnebaum at least one week before competing (Brenda.ronnebaum.ctr@us.af.mil).

Project Judging

Your team will spend ten (10) minutes with the judges. Your team will have five (5) minutes to deliver your Project presentation to the judges – this includes set-up time; the last five (5) minutes are reserved for the judges to ask questions. This presentation should be rehearsed and polished. The judges will wait until your presentation is over to ask questions. Please stick to the five (5) minute time limit! Props and costumes are permitted, and judges will look for creativity in the presentation style

Remember, to be eligible for a FIRST LEGO League Project award, your team needs to identify a problem relating to the theme, design an innovative solution to the problem you selected, and share your problem and solution with others.

For questions about the Project, visit the [Judging FAQ](#) on the FIRST LEGO League website.

Core Values Judging

Your team will spend ten (10) minutes with the judges. During the first three to five (3-5) minutes, your team will be given a surprise teamwork activity to complete in front of the judges. The judges will be looking for evidence of your team dynamics: How well does your team communicate? Do they respect each other? Do they



Sycamore FIRST LEGO League Qualifier – Team Tournament Information

incorporate each other's ideas into the solution? Does your team have leaders? Do they incorporate elements of Gracious Professionalism® in the way they communicate with each other? Are they able to solve the problem and complete the task?

After the activity, your team will spend no more than two (2) minutes sharing their Core Values Poster with the judges.

The final three to five (3-5) minutes are reserved for the judges to ask the team questions about the activity, the poster and/or the season.

For information about [all judged areas](#), reference the FIRST LEGO League website.

Opening Ceremony

At 11:00 AM just prior to the start of the Robot Performance rounds, join us for the Opening Ceremony! This fun celebration opens the spectator portion of the event and will occur after your judging sessions are complete. The ceremony will begin with a Parade of Teams – bring your team banners or signs (if you have them) and your team spirit! After this ceremony, you will be ready to tackle the Robot Game!

Spectators

The Robot Game is free and open to the public, starting at 11:45 AM. The judging portion of the event, which will happen all morning, is closed to the public. Thank you for respecting this policy. Please remember to respect the team-only areas – the competition floor area (the area where teams queue and compete) and the judging area.

Robot Game

Your team is responsible for knowing and understanding the FIRST LEGO League Robot Game. All of the game documents can be found on the [FIRST LEGO League website](#). You are required to know the following for the robot competition: Field Setup, Rules, Missions, and Robot Game Updates.

Housekeeping: We will provide a small desk for the team to use during game play. You may use the desk to place robot attachments, jigs, and/or field elements while not in use. Please use only the top of the desk and not the inside of the desk to store items. You may also opt to bring a small cart or tray table instead.

Coaches: Two coaches will be permitted to join the team on the competition floor, but you must stay behind the line with the team and refrain from actively directing the team during the game. Please do not touch or handle the robot or attachments during this time. Consider yourselves spectators with the best spot in the house to watch the game.

Your team will participate four (4) times at the Tournament Tables – the Robot Game will begin with a Practice Round. The purpose of the Practice Round is to give your team the opportunity to experience the queuing process, competition timing, and of course, to get rid of some of those nerves. This Practice Round is just that –



Sycamore FIRST LEGO League Qualifier – Team Tournament Information

a practice – and it does not count, even if this is the best score your team has at this tournament. Your Robot Performance score is the highest score your team achieves out of the three official rounds.

NOTE: Remote controls are not allowed anywhere at this tournament (This includes Smartphone applications that enable you to control your robot remotely). Bluetooth may not be used. Your team could be disqualified if you are found remotely controlling your robot anywhere during the competition or if your Bluetooth is enabled in the competition area!

Make sure you are ready to compete at least ten (10) minutes prior to your scheduled robot round. Remember to respect the referees and the other teams – and **HAVE FUN!**

Awards

The following awards will be presented at this tournament:

- Champion's Award
- Robot Design Award
- Core Values Award
- Project Award
- Robot Performance Award
- Judges Award
- Coach/Mentor Award (young adult mentor or adult coach)
- Volunteer Award

Championship Advancement

Five teams from this tournament will be invited to advance to the Cincinnati District FIRST LEGO League Championship held on January 5, 2019, based on [Champion's Award](#) criteria.

What is Gracious Professionalism®?

Gracious Professionalism® is part of the ethos of *FIRST*®. The idea and phrase are found throughout *FIRST*, but no one has been a stronger champion than *FIRST* Executive Advisory Board Co-Chair & Distinguished Advisor, Dr. Woodie Flowers. “*Gracious Professionalism* is a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community. With *Gracious Professionalism*, fierce competition, and mutual gain are not separate notions. Gracious Professionals learn and compete like crazy but treat one another with respect and kindness in the process.”

We expect all team members, volunteers, coaches, and families to behave as Gracious Professionals.

Tournament Cancellation Policy

The tournament will only be canceled or delayed due to causes and conditions beyond the tournament organizer's control, including (but not limited to): venue closures, natural disasters, government restrictions, and/or any cause beyond the tournament organizer's control. In the event of inclement weather, the tournament will be canceled if Hamilton County is under a Level 3 Snow Emergency. Please refer to local news and radio for current county advisories. If possible, the tournament will be moved to a new venue or rescheduled for a future date. In most cases, this is not possible, and advancement to the next level will be determined by a lottery conducted by staff at Wright Patterson Air Force Base Educational Outreach Office.

Competition Day Checklist

	Team Roster for teams competing in United States and Canadian regions
	Robot, attachments, extra parts
	Fresh batteries/spare batteries/rechargeable battery charger
	Computer and battery (if available) and power cord
	USB download cable (Bluetooth use is NOT permitted at the tournament)
	Extension cord and power strip
	Box to carry robot to competition field
	Provisions for lunch, snacks, and drinks (check with tournament director for options)
	Bin to hold personal and team items (coats, games, etc.) to fit under pit table
	Project judging materials, props, and displays
	Core Values Poster
	Robot Design Executive Summary
	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)

FIRST®, the FIRST® logo, FIRST® Robotics Competition, FIRST® Tech Challenge, Coopertition®, and Gracious Professionalism® are registered trademarks of For Inspiration and Recognition of Science and Technology (FIRST®). LEGO® is a registered trademark of the LEGO Group. FIRST® LEGO® League and FIRST® LEGO® League Jr., are jointly held trademarks of FIRST and the LEGO Group. All other trademarks are the property of their respective owners.
© 2018 FIRST and LEGO Group. All rights reserved.