Judges’ Tournament Information

Thank you for volunteering to judge or to be a judge’s assistant! Your contribution will make this event meaningful and educational for many of the young participants in this tournament. The following information should be helpful as you judge the students.

1. Tournament Order Number
All teams will receive a **Tournament Order Number** at the registration table based on the time of their arrival. The **Order Number** determines the time they are scheduled for their 3 robot mission rounds, the research presentation, technical and teamwork judging. Please be aware that the **Tournament Order Number** is separate from an **FLL Team Number** which each team received when they registered to be an FLL team on the national website and which all team members will have on their name badges. **On your scoring sheet where it says Team Number please put the number that is on their badge because this is the number that is put on the scoring sheet in the computer.**

2. Tournament Schedule and Judging Assignments
It is very important that all teams and judges maintain the schedule as closely as possible to ensure a timely tournament. Listed below are time guidelines for each category of judging. A Judging Assistant will be assigned to each of the Project and Technical Judging Rooms. Their job will be to usher in the next team in the schedule and time your session. They will begin timing when the door is shut. **No adults (other than the judge, of course!) will be allowed in the presentation or technical judging rooms. See Jeff Nowak, Judge Advisor, for questions or concerns.**

**Total Project Presentation time will be 10 minutes to be divided as follows:**
- Visual Aid Set up and Tear Down: 1-2 minutes
- Presentation Time: 5 minutes
- Question Period from Judges: 2-3 minutes

The timer will notify the judge after 6 minutes to indicate that questions should begin and they will buzz again when the session is complete. You will have 5 minutes to complete your score sheets and confer with your panel. Once you have completed your score sheet, immediately tear off the carbon copy and give it to the Judging Assistant. At the end of the round please turn in the tally sheet indicating the top 3 ranking teams from each judge to the score table in the main gym. **SPECIAL NOTE:** (Optional) You may also discuss whether you would like to recommend **ONE** outstanding team that should be considered for the final round but is not ranked as #1 by each judge. **Please only recommend a team if they really stand out for some reason and please indicate your rationale for recommending them on the tally sheet.**

**Technical judging will be 10 minutes divided as follows:**
- Set Up and Removal of Robot: 1-2 minutes
- Technical Demonstration & Discussion: 6-8 minutes

The timer will notify the judge after both 8 minutes and 10 minutes when the session is complete. Judges will have 5 minutes to fill out their score sheets and confer with your partner judge. Once you have completed your score sheet, immediately tear off the carbon copy and give it to the Judging Assistant. Turn in the tally sheet indicating the top 3 teams in each of your judging categories to the score table immediately after your session.

**FINALIST TECHNICAL/PROJECT JUDGING:** Meet Jeff & Head Judges in the Hospitality Room 206 during lunch to receive further instructions. Finalist judging takes place from approx. 12:30-1:45.

**Team Work Judging will be 10 minutes per team.**
Teams will be notified to be at their pit table during their Team Work Judging time on the schedule. Judges will interview and observe teams at their tables for 5-6 minutes; using the remainder of the time to fill out a score sheet. Please leave a carbon copy of your score sheet at the score table periodically throughout
judging time. Turn in the tally sheet indicating the top ranking three teams to the score table. You may make any special notes about these teams on the tally sheet that you would like the finalist judges to see. It is important to distinguish this award from the Team Spirit Award, which focuses on visible enthusiasm and energy. This category focuses on the cooperative efforts of team members to problem solve, share responsibility in their judging categories, show respect and work well during robot performance.

**FINALIST TEAM WORK JUDGES:** Please meet Jeff in the Hospitality Rm. 206 during lunch for further instructions. Finalist judging will take place from approx. 12:30-1:45.

3. **Teams arriving late:**
If a team arrives a few minutes late for your judging session, only allow them to present if they indicate they can complete their presentation during the remaining allotted time. If a late team does not have enough time to present or if they do not show up during their time slot, they must see the Judge’s Assistant for alternative judging arrangements. You can then move on to the next team. Please make every effort to keep to the time schedule to ensure a timely tournament.

4. **Special Award Categories:** Please turn in your final score sheet with the winners to the score table 1:30 p.m. See Jeff Nowak, Judge Advisor for questions or concerns.

   **Against All Odds:**
   Teams wishing to be eligible for this award will submit a one-page essay prior to the tournament summarizing the experiences that they feel qualify them to win this award. These teams will also sign up at the Information Table for a specific time to be interviewed by the Against All Odds Judge who will visit them at their pit table. The judge will spend at least 5-10 minutes with each team interviewing them. From these interviews the judge will choose the top two teams for this award.

   **Team Spirit Judges:**
   Judges will be out on the gym floor throughout the day observing the teams both during their performance rounds and in the pit. Using a scoring sheet that lists all the teams, the judges should rotate throughout the day observing and talking to teams in order to assess the visible proof of their enthusiasm and energy for the event. Teams will be scored on a 4 pt. rating scale. Top contenders should be interviewed to determine the efforts they have gone through to encourage and motivate one another as well as show their sportsmanship.

5. **Hospitality Room:** Room 120 will be available to judges all day. Food for breakfast will be available. Boxed lunches for lunch between 11:30 and 12:30 will also be available and, for those of you who stay, pizza at the end of the day will be available for judges in the Hospitality Room across the hall from the Racquetball Courts.

6. **Judge’s Decisions:** All judge’s decisions are final.

7. **All JUDGES NOTE “Special Team Work” Recommendations:** At each judging table there will be a special form on which you can recommend a team for notice due to their exceptional display of team work. This will be separate from judging your specific category and will help the Team Work judges determine award winners. Please make a point to recommend some teams for this award.

8. **Questions/ Concerns:** Please direct any team with a judging question, concern, or complaint to the information table.

   **THANK YOU!**