Team Tournament Information

Congratulations on being a participant at the FIRST Lego® League Official Indiana State Tournament! The following guidelines should help you have a positive tournament experience. Please attend the Coach’s Meeting on Saturday in Room 104 from 7:45-8:00 a.m. See below important information regarding:

- Registration Procedure & Scheduling
- Tournament Set Up
- Technical Information
- State Tournament Check List

REGISTRATION & SCHEDULING INFORMATION

1. Registration Procedure
   - When: Saturday, December 11 7:00-8:00 a.m. IPFW Gates Sports Center
   - Who can register: Team Coach ONLY at the registration tables.
   - Where to go: Teams go directly to pit table when they arrive. See website for pit layout. Do not have entire team wait at registration area as this will block the door.
   - How to register: Follow signs and register in this order: invoice/payment table, packet table, practice table sign up. Team packets will include a team number badge for each team member, tournament and judging schedule, program, team information sheet, and concession tickets.

2. Remember Your Tournament Order Number
   All teams will receive a Tournament Order Number at the registration table based on the time of your arrival. Any coach with multiple teams may space their teams apart according to directions given at registration table. Your Tournament Order Number determines the time you are scheduled for your 3 performance rounds, practice time, the project presentation, technical, and teamwork judging. This Tournament Order Number is separate from your FLL Team Number which you received when you registered on-line and which all team members will have on their name badges. By looking at your Tournament Order Number and the performance and judging schedules you should be able to see when your team must report to different locations. Each team has also been provided a Time Form which you may fill out to aid your team members in remembering your schedule.

3. Team Performance, Following the Performance Schedule
   Teams will be called to the bullpen area approximately 10 minutes before their play begins. It is important that the team members stay together en route to the bullpen areas and that their badges with their FLL Team Number are visible to the referees. Only team members and the coach(s) can stand in the bullpen. When it is your turn for competition play, the team members and the coach(s) may proceed to the competition sidelines. IMPORTANT! No adults can approach the competition table AT ANY TIME right before, during, or after competition play. Only two team members at a time are allowed to be on the playing field by the table while the robot is running. The rest of the team and the coach(s) must remain in the sidelines area to cheer on their team.

4. Please follow these Time Guidelines for all Judging Sessions
   It is very important that all teams maintain the schedule as closely as possible to ensure a timely tournament. Refer to your judging schedule and your Tournament Order Number to see the location and time when your team should report for judging. You will not be allowed to connect your lap top to AV equipment so please have supplemental video materials on a CD, DVD, or VHS tape.
   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

   An easel, computer and projector, and a TV/VCR will be present in each room.
Technical judging will also be 10 minutes divided as follows:
Set Up and Removal of Robot & Lego pieces: 1-2 minutes
Technical Demonstration & Discussion: 6-8 minutes

No adults will be allowed in the presentation or technical judging rooms.

Team Work Judging will be an informal 5-8 minute discussion at your pit table.
Please have your team members, including the coach, at the table waiting for your judge during the 10 minute time period as indicated on your schedule.

Please move quickly to your next location. If you are slightly late for your project or technical judging, you will still be required to fit your presentation into the allotted time. If you are too late to complete your presentation in the remaining time or miss your scheduled time for reasons beyond your control, please see the Judging Assistant outside your scheduled room. **New this year:** All preliminary judging will take place before 12:00 pm. From 12:30-2:00 p.m. finalist judges in the teamwork, project, and technical categories will observe the teams and evaluate the top scoring teams in each category in order to confer and determine award winners. There will be “call backs” for some teams in the project category.

**THE TOURNAMENT SET UP**

5. **Team Set Up: IMPORTANT RULES**
Practice mats will not be allowed on the floor, in aisles, walkways or the lobby. You may lay a mat on your table; however, NO “table top practice tables” built on a wood frame that extends into the aisles can be placed on your pit table. Do not move tables together to accommodate laying out the mat. Teams will receive point deductions on their teamwork score for violating these rules. We are required to follow OSHA guidelines for clear walkways and aisles for everyone’s safety. Each team will have an 8 ft. table with electricity in the pit area to plug in computers, work on their robot, and space for any displays they bring. **Please bring extra batteries and a power extension cord (6 feet long) for your computer. We will not provide extension cords.** Tables in the pit areas will have a team number on them. Please refer to the gymnasium layout on the website the week before the tournament and also included in your packet at registration that indicates where your team(s) will be located.

6. **Practice Tables**
You will be scheduled for one 15 minute practice some time before your first round. You may sign up for ONE additional practice time, if any are available, at the Information table after the coach completes registration. **Bring the following loose items from the Challenge Set to be used when your team is at the practice table:** chairs, glasses, cd, people/pet food, balls, flags to attach to brackets on table.

**TECHNICAL INFORMATION**

7. **ABSOLUTELY NO CAMERAS OR VIDEO EQUIPMENT!**
Because of the distinct possibility of Infrared Interference, NO cameras or video equipment are allowed on site. IPFW has arranged for videotaping of the competition and you may obtain a copy (copies) of the video by checking the number of copies you want on the enclosed invoice form. This year’s video will contain some of the Opening Ceremony and a portion of the Awards Ceremony. **An official tournament photographer will take pictures and they will be posted on the website after the tournament.**

8. **Warning: RCX Interference**
It has been reported that when downloading programs to one RCX, other RCXs in the same room can occasionally be impacted even if they are several feet away. To prevent this is it advised to keep the RCXs turned off unless they are competing or being downloaded with a program. It is also advised that everyone
should set the computer software and the IR tower to the “short range” option. Finally, we recommend that teams bring a cover, such as a shoe box, to help protect it from this type of interference.

9. Calibrate Your Robot
Teams can use the competition table to calibrate their light sensors between 7:00-8:00 a.m. Teams CANNOT run the robot on the match tables during this period; they can only check the readings.

OTHER IMPORTANT INFORMATION

10. Protests
Absolutely NO ONE is allowed to approach the Scorekeeper. Please keep in mind that this is an educational, fun event and that the coach is the model for the team members. Remember that the referee makes all field judgment calls and cannot consider protests. Judges decisions are final. Protests will be directed to the Tournament Director and Head Referee by filling out an Appeal Form located at the Information Table and/or submitting them to the Scorekeeper Assistant.

11. Concession Tickets and Food
Each team is given concession stand tickets for use throughout the day. At the end of the competition time, each team will also receive free pizza as a gift from our tournament sponsor, ITT Industries.

12. Against All Odds Award
This award is given to the team that rises above the worst situation and improvises, adapts, overcomes and still makes a respectable showing. If you wish to be considered for this award you must submit a one page description summarizing the experiences that make your team eligible for this award prior to the tournament. These short summaries are read by the judge who will also visit each team at their table to talk to them during the tournament. Submit your summary before December 10 by email to Paula King at kingp@ipfw.edu or you may fax it to the IPFW School of Engineering, Technology, and Computer Science at (260) 481-5734 to Paula King’s attention. You will receive a confirmation upon receipt if you include your email address.

Tournament Checklist

☑ Confirm your attendance at the state tournament on the website by deadline.
☑ Bring registration fee and optional video tape fee to event if not prepaid.
☑ If applicable, submit entry for “Against All Odds Award.” See #12
☑ Remember to bring the following equipment: extra batteries, 6’ power extension cord, visual aids & CD/DVD if needed for research presentation.
☑ It’s recommended that you bring a cover or shoe box for tower. See #8
☑ Bring loose Items for practice table. See #6
☑ Complete Release Forms for each participant, signed by parent. See Coach’s letter

Reminders:
Remember the tournament order number you receive at registration.
No mats are allowed on the floor due to OSHA guidelines.
No moving tables or bringing wood practice tables that extend into aisles.
No cameras or video equipment.
Keep RCX’s turned off except when competing or downloading.