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A. REGISTRATION PROCEDURE & SCHEDULING INFORMATION

1. Registration Check-In Procedure

- When: Saturday, December 9, 2017 Note the schedule for when the Registration table is open. No early arrivals, please.
- Who: One coach only is needed at the registration table. Please know your FIRST LEGO League Number.
- Coach Meeting: 8:15 AM in the row of chairs on the far side of the field house.
- Team Pit Location: Pit layout with teams assigned to tables will be posted on the Championship website by December 7th.
- Registration Check In: Athletics Center Field House entrance. Team can go to assigned pit table before check in.

1) Tables 1 and 2: Registration Check In: Retrieve event packet. Sign in for team’s tournament number and individual schedule (See #2 below) **NOTE:** No team payments will be accepted on tournament day. All team tournament fees must be submitted per the directions in the online confirmation form by Thursday, December 7th. EACH TEAM MUST SUBMIT A TEAM ROSTER SHOWING PARENT APPROVAL ON THE CONSENT FORM.

2) Table 3 Practice Table Sign Up (Optional). See information under # 9 Practice Table Guidelines.

2. Remember Your Tournament Number

All coaches will sign in and receive a Tournament Number and their team(s) Team Time Schedule for the day that includes judging sessions, robot matches, and pre-scheduled practice table time. Coaches with multiple teams will sign in for each team at intervals per directions at the table. Your FIRST LEGO League team number will be used as the identifier for team member badges which should be worn all day. **IMPORTANT:** Show the Team Time Schedule to Practice Table Monitors when reporting for your practice time.


Teams will be called to the bullpen by the emcee approximately 10 minutes before their match begins. To minimize crowding, please stand in the bull pen only if you are the next team in the schedule. **Only the Coach and all team members stand in the bullpen.** Coach/team will be directed to their assigned table for their match but no adults are allowed at the competition table AT ANY TIME before, during, or after a match per FIRST guidelines. Coaches please adhere to these rules. Two team members are allowed at the table. Coach/team members stand in the sidelines area to cheer. **Sideline coaching:** coaches may advise, remind, and encourage team but are expected to conduct themselves in a positive manner modeling gracious professionalism. Referees are responsive to team members if there are concerns but will also identify coaches not adhering to FIRST Core Values. Team members may ask to seek advice from their coach when the referee is scoring. During the match, team members may “tag” in/out to run the robot. Teams have a minimum of one minute set up before the match and may place a stand or hold a box by the table for attachments visible to the referee. Other team members may not hold equipment. The Field crew will set up the table. **We recommend the team check the table** before the match to make sure they find it acceptable. **We welcome this extra “check” by the team to make sure there are no issues or questions after the match.**

**Robot Game Rules:** Referees will follow Robot Game Rules and check equipment for allowable parts in the competition area. See the rules: **VIOLATION** - if the robot is in violation of the equipment rule and cannot be corrected, the decision about what to do rests with the tournament officials, but it is possible the team may not be eligible for awards. **IMPORTANT:** The referee will examine the table when the 2 ½ minutes have elapsed and base the score on the table condition at the match end. Please allow the referee time for this task. When ready, s/he will show the designated team members (you determine who this will be) the score sheet and answer questions. Teams receive a copy of the score sheet after the match is scored. Head Referees will be consulted for questionable situations and their decisions are final.

4. Tournament schedule: Two Buildings

**Opening Ceremony:** Please have ALL teams at the Opening Ceremony and NOT at practice tables or in the Pit. Judging begins shortly after the Opening Ceremony. **If your team is first in a judging session, have them sit/stand nearest the doors** to exit quickly. Refer to the individual judging schedules received at check-in that morning to see your assigned judging locations.
**Walb Judging Locations:** All judging sessions are in Walb Student Union. Your team will walk INSIDE from the Field House to Walb through the connecting walkway. You will receive a diagram of the Field House and Walb when you arrive. There are many signs directing you along your walk to Walb and also in the Student Union; review the diagrams and look for signs. You can get to the ground floor rooms (Project Rooms Walb G08 and G21) by going down stairs in the walk-way before entering Walb or from any staircase in Walb. You can go upstairs from the walkway stairs before entering Walb or any staircase in Walb to these judging locations (Robot Design Walb Rooms: 222, 224, 226, 227, and Project Room: Walb Student Lounge). All Core Values judging is in the Walb Classic Ballroom on the first floor. All teams will enter from one set of doors and exit from the other. Signs are posted. **Arrive 15 minutes before judging session and stand with team on the side of hall not blocking hallway for other teams passing to their sessions. Some areas may be crowded so please only have teams and coaches in these judging hallways.**

**Walb Holding Areas:** Walb maps will indicate orange "Holding Areas" where teams can wait between judging if there is not enough time to return to the Field House. Please share spaces with other teams.

### 5. Judging Schedule and Procedures

*Please keep judging sessions on time and be polite!* Teams should wait quietly outside judging rooms when others are presenting. If you are slightly late for a session due to a previous session running late, there will still be time to present so never skip a session. If you cannot complete your presentation for reasons beyond your control, please ask for the Judge Advisor in Walb. **If your team has team members with special needs related to judging, contact the tournament director prior to the competition day.**

**Project Presentation Time: 10 minutes**

Each project room will have a computer, projector, screen, and easel. IPFW computers use WINDOWS 7 with **Office 2010 software.** The log in and password for computers will be in team packets and in the room. **Teams may not disconnect a computer from a projector.** You may use a thumb drive or show your presentation visual aid directly from your own lap top. Each room will have an extra table and 2 chairs. **Prior to judging, enter the room WHEN DIRECTED BY the Room Monitor.** Judges need five minutes in between presentations to complete rubric forms in private. A timer will be in the room and can show your team a 30 second card before the presentation time has elapsed if requested. **Only team members are allowed in the presentation judging room.**

- Teams Transition into/out of room: 1 minute (coach may help and check the computer/equipment)
- Visual Aid Set up and Presentation: 5 minute (this is a rule by FIRST and begins when door is closed)
- Question Period from Judges: 4 minutes

**Robot Design Judging Time: 10 minutes**

All robot design locations will have an FLL field mat on a flat surface that will lay on top of side by side 8 ft. tables with the stationary (Duo locked) LEGO pieces (**bring loose pieces if needed for demonstration**). The mat will be surrounded completely by a wood parameter that is the same height as the competition table sides. Required: A hard copy sample of the team’s programming must be **given to judges.** The team may show them programming on a lap top (optional; no computer is provided in these sessions). **Teams may have something prepared to show/explain their robot design/programming to the judges but since the robot judging is primarily a discussion,** the judges may interrupt a lengthy prepared speech to ask questions. **Prior to judging, teams can wait in the hall outside the room and enter when directed by the Room Monitor.** Judges need five minutes in between presentations to complete rubric forms in private. **Only the team members are allowed in the room during robot design judging.**

- Teams Transition into/out of room: 1 minute (coach may help carry in items)
- Technical Demonstration/Discussion: 9 minutes (begins when door is closed)

**FLL Core Values Judging Time: 10 minutes**

Four teams will enter the Walb Ballroom at the same time for Core Values judging and proceed to their assigned table (your schedule will say Location A, B, C, or D). The tables are far from each other and do not cause any interference. **A Core Values volunteer coordinator will monitor the time and let you know when to begin each segment of the judging session. Your team will be given directions for a team task.** Judges will observe how your team accomplishes the task without guidance from the coach. You can’t plan for this activity as it is a spontaneous task given that day. Your team will also bring a Core Values poster and should take about 2 – 3 minutes to explain anything they like about how the poster shows the team’s Core Values. The remaining 4-5 minutes will be comprised of questions from the judges.

- Transition into/out of room: 1 minute
- Team Activity: 3 minutes
- Core Values Poster: 2-3 minutes
- Judges/Team discussion and Q & A: 4 minutes

Your team members, including a coach or team mentor if coach is not available, can sit near the table during the discussion. Coaches are there to observe and only answer questions directed at them by the judges about the team.
B. Judging Deliberations and Award Distribution

6. Judging/Scoring/Deliberation Procedures/Awards

**Preliminary Judging:** Based on REQUIRED FIRST guidelines, each 2 person judging team will use official rubrics which are posted on the Indiana website; see link to Judges and Referees. The rubrics correlate to the descriptions of each judged component in your coach manual. Judges will evaluate each team on how well they achieve rubric criteria and they will select an appropriate rating. They will also include comments for teams. Your team’s rubric ratings combined with judge discussion will result in a team ranking within a room/location for each category (Project, Robot Design, and Core Values). Each team of judges will also nominate teams for awards. The rubrics are mailed to the coach address you provided within two weeks of the tournament. Team ranks are not public per FIRST LEGO League rules.

**Secondary Judging: Call Backs:** Some (not all) teams within the project category may be “called back” to repeat their presentation if judges feel it is necessary to see a presentation again before making final award decisions. For Robot Design and Core Values final judging, teams will be observed during the second and possibly third round of robot competition so judges can observe them while “in action” and/or judges may also visit a team in the pit if they have further questions to aid in deliberations. **IMPORTANT! Call backs or additional interviews do not guarantee a team an award.** Also if a team is not called back or does not receive a pit visit, it is not an indication that they are out of the running for an award. The secondary phase of judging is used to help provide judges with additional information or direct team comparisons to break ties in rankings. After this phase, the judges will deliberate and select teams for awards. The team rankings, award nominations, and judge written comments are all important components for the final judge deliberation in determining the teams to be recognized for awards in each category. In following **FIRST LEGO League guidelines, teams are eligible to be recognized for one award selected by judges except if they also win the Robot Performance or a local award; then they may receive two awards.** In choosing the Indiana Northern Championship Award, the judges’ deliberation includes the following: preliminary rankings in all judged categories, award nominations within a category and across categories (indication of a well-rounded team). All categories have equal importance plus consideration of the robot game scores. Multiple award nominations are important as are having a robot score within the top 40% of all teams’ robot scores. **Judges consider all factors to select the team who has demonstrated well rounded expertise in all areas that resulted in multiple award nominations.** All judges, referees, and key volunteers will note special instances when they observed Core Values demonstrated (or not) by teams throughout the tournament and they may submit these instances on a Core Values Recommendation form for final judge deliberation. The Champions Award winner will be invited to the World Festival. If they cannot accept their invitation, the next ranked team will be offered the invitation.

C. THE TOURNAMENT SET UP and TECHNICAL INFORMATION

7. Pit Set Up

Each team is assigned a 6 ft. table near an electrical connection point in the pit area with a 4 foot space between tables and 8 foot space between rows. There will be 5 chairs at each table. Display materials should be kept on or under tables. **Field kit mats WILL be allowed to be placed on the floor immediately next to your table (not in the middle of the aisle).** Mats will also be allowed in specific, designated areas of the field house which you may use on a rotating basis with other teams. Mats will not be allowed anywhere else in the Athletics Center or in Walb including none in hallways, walkways, the lobby, near doors or any other location not officially designated as an approved mat location. Table top practice tables placed on your pit table are NOT allowed. Teams may not move tables or push tables together to accommodate setting up their own practice table area. Please bring extra batteries and a **power extension cord** (6 feet long) for your computer to connect to the main electrical line. Pit tables will have a team number on them that must be visible at all times. A diagram of Pit table assignments will be posted on the Championship website Thursday before the tournament. If you have special needs because of a team member, contact the tournament director as soon as possible. **COACHES ARE RESPONSIBLE FOR TEAM BEHAVIOR INCLUDING FOLLOWING SAFETY RULES, “OFF LIMITS” SIGNS, COURTESY TO VOLUNTEERS, AND PROPER TRASH REMOVAL.** Team members/siblings may not use permanent markers, paint, GLUE GUNS or items that may cause permanent damage to the field house. Please monitor so that we may continue using the field house.

8. Practice Table Guidelines:

There will be dedicated practice tables used for the pre-scheduled practice times. Each team will be pre-scheduled for a 10 minute practice time at a table (includes set up and removal of loose pieces). The **Team Time Schedule received at registration is your “ticket” to the Practice Tables** so teams show their schedule to the Practice Table Volunteer to ensure the right team is practicing at their designated time. **Please bring loose field pieces to the Practice Table.** Teams can also sign up for a very limited amount of extra practice time at the Practice Tables once rounds begin. **NOTE:** Practice Tables will be “Closed” during registration until the first assigned practice begins. Teams may also place their field mats and LEGO structures on the floor next to their pit tables or in practice mat locations within designated track areas. Coaches with multiple teams are asked to have their teams share mat space to ensure everyone has room to practice. If crowding occurs, teams will be asked to rotate in these areas. **Most of the surface of the field house track is a slightly textured rubber surface which might impact your robot.**
9. Cameras and Video Equipment are prohibited in certain locations

NO cameras or video equipment with blue tooth enabled electronics are allowed in/near judging locations, on/near the competition tables or in the pit area. **A tournament photographer will take pictures and may be in the pit or in the judging locations. The pictures will be posted on the Championship website after the tournament. Media and photographers will be wearing a media badge.**

10. Bluetooth on robots or other remote control devices are prohibited

**ABSOLUTELY NO USE OF BLUETOOTH OR ANY OTHER REMOTE CONTROL DEVICE ALLOWED ANY TIME DURING THE TOURNAMENT OR YOUR TEAM RUNS THE RISK OF BEING DISQUALIFIED.** Teams must learn how to turn off the Bluetooth feature on their robots. You may not use Bluetooth in the pit, in the stands, or anywhere in the facility.

11. Calibrate Your Robot and Visit the Project Rooms

Teams can use the competition tables to calibrate light sensors in the morning before the robot game begins. Be advised that light does change between the morning and the afternoon and is influenced by how sunny/cloudy the day may be as there are windows in the field house. You may also visit a project room before the opening ceremony and before the judging rounds.

D. OTHER IMPORTANT INFORMATION

12. Protests

DO NOT approach the Scorekeepers at Walb or in the Field House with questions. The judges and the referees make all field judgment calls and the Judge Advisor and Head Referees make all final decisions when there are questionable circumstances. These decisions are also discussed with the tournament director. Protests or questions can be directed to the Tournament Director, Judge Advisor and Head Referees by completing the Protest and Question Form at the Information Table.

13. Food and Bathroom Facilities

The Athletics Center has abundant bathroom facilities right next to the Field House. A concession stand will also be available. The tournament will provide a half sub sandwich and bag of chips for your team members for lunch. A Concession ticket will be provided for a drink for each team member or they may purchase other treats including popcorn, granola bars, candy bars, soda, bottled drinks and other items. Pizza will also be given to the each team after round 3 during the dance time. Each team will receive 2 large pizzas. However, if you have team members with special food needs or would like a more substantial lunch, you may bring a small cooler to place under the table. There are also fast food restaurants close to campus.

14. Hotel Accommodations

There is a Holiday Inn next to IPFW on Memorial Coliseum. This is the closest hotel to IPFW but may not be the least expensive. You may check the Championship website for a list of hotels that know about the tournament and may offer special rates. Please mention you are with the FIRST LEGO League tournament held at IPFW and the hotels may provide more details.

FLL Indiana Championship website: [www.etcs.ipfw.edu/fll](http://www.etcs.ipfw.edu/fll)
E. IPFW PARKING AND TEAM DROP OFF

Please refer to the enclosed map or maps on the IPFW home page for the location of the Athletics Center: www.ipfw.edu

Teams can access the Athletics Center (Building 8) from the front of the building where there are multiple entrance doors. Coaches can drop off their team with equipment for quick unloading by the doors but no vehicle may remain in this location unattended while a coach is in the building registering. The Field House is immediately to your right as you enter the building.

PARKING LOT 14 IS OFF LIMITS: The parking lot immediately in front of the Athletics Center is for the Athletic Department staff. Please show appreciation to our hosts, the Athletic Department, by not parking in this lot and DO NOT PARK a bus in this location. Notify parents and other team visitors to follow the parking directions and keep this location free for Athletics.

ENTER CAMPUS/PARKING: Please refer to the map in this packet for use with these directions. Teams can enter IPFW from the north side of campus off of St. Joe Road and travel south on Broyles Blvd. or enter campus from the main entrance off of Crescent Ave. and go to the Circle traveling ¼ ways around to turn north onto Broyles toward the entrance to parking lots 12 and 13 by the Rhinehart Music Center digital sign. By going through parking lots 13 and 15, you will access Parking Garage #3 or you may park in lots 13 and 15 if you prefer. If entering off of Crescent Avenue you can also use Parking Garage 2 and enter the garage on the side by Walb Student Union or on the side nearest the Athletics Center. Buses should park in the back of parking lot 12.

Parking Options: Where you go after you are parked….

Option #1: Parking Garage 2

1) Once in the garage, you can exit from the first floor by the elevator and walk across into the interconnecting walkway between Walb and the Athletics Center. You will see directional signs once in the walkway. Go right and walk all the way down to the Field House. It is equivalent to walking a little more than a city block.
2) If you prefer, exit the side by the Athletics Center and use the outside sidewalk toward the main entrance into the main entry doors.

Option #2: Parking Garage 3:

1) Drive through the parking lots by the Rhinehart Music Center sign to the parking garage.
2) Exit the parking garage and walk toward the central campus sidewalk between Rhinehart and the Field House.
3) You will not be able to enter the first set of doors nearest the corner of the field house as these are emergency exit doors.
4) Walk a little way down and enter the doors on your left.
Championship Tournament Checklist

• Confirm attendance at the Championship tournament using the link provided.
• Submit online confirmation form right after QT and tournament fee by deadline.
• Submit your entry for Against All Odds Award, if applicable (see Coaches’ letter)
• Bring the following equipment: extra batteries, 6’ power extension cord, visual aids, & Thumb drive (if needed) for project presentation
• Bring field kit if desired (optional) for practice and you must have all loose Items for the practice table and Robot Design Judging (see #9)
• Bring something to help you carry your robot, visual aids, or other items that you will be taking to walk to Walb Student Union for judging
• Bring additional food and drinks if needed

Other Important Reminders:

• Remember the tournament order number you receive at registration.
• Remember to take your Team Time Schedule to the Practice Tables.
• Mats are allowed on the floor but only in designated areas due to OSHA guidelines.
• No moving tables or bringing wood practice tables to place in pit that extend into aisles.
• Bluetooth not allowed.
• Keep in mind you will be walking a distance for the judging portion of the tournament.
• Remember that the judges, referees, and volunteers want you to have a great time!

Remember to Have Fun!!