

Team Tournament Information

Congratulations on being a participant at the FIRST LEGO® League Indiana Championship Tournament! The following guidelines will 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. THIS MEETING IS ONLY FOR COACHES.** Enclosed information includes:

- Registration Procedure
- Schedule Explanation and Practice Table Information
- Tournament Set Up
- Technical Information
- Championship Tournament Check List

REGISTRATION & SCHEDULING INFORMATION

1. Registration Procedure

- ✓ **When:** Saturday, December 8, 2007 7:00-8:00 a.m. IPFW Gates Sports Arena (no early arrivals please)
- ✓ **Who can register:** **ONLY Team Coach at the registration table.**
- ✓ **Where to go:** Teams may go directly to pit table when they arrive. See website for pit layout with your team numbers posted Friday before event and posted at the event. Do not have entire team wait at registration area.
- ✓ **How to register:** Follow signs and register in the order indicated which will include: invoice/payments, packet distribution, practice table sign up for additional times. Team packets will include a team number badge for each team member, tournament and judging schedules, program, team information sheet, and food tickets.

2. Remember Your Tournament Order Number

All teams will receive a **Tournament Order Number** at the registration table based on the time of 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 your team is scheduled for 3 performance rounds, a 15 minute pre-scheduled practice table time, and judging of project presentation, technical, and teamwork. This **Tournament Order Number** is separate from your **FLL Team Number** which you received when you registered with FIRST and which all team members will have on their badges. By looking at the **Tournament Order Number** and the various schedules, you will be able to see when your team must report to different locations. Each team will also have a Team Time Schedule which summarizes your team's entire schedule and will also have an open space for additional practice table times. **NEW: This Team Time Schedule sheet must be shown to the Table Monitor at the Practice Table each time you report to practice.**

3. Team Robot 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(es) 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 stand at the competition table AT ANY TIME right before, during, or after competition play.** Only two team members at a time are allowed to be around the table or at Base while the robot is running. The rest of the team and the coach(es) must remain in the sidelines area to cheer on their team. Team members may switch positions at the table if your team members share running the robot. Coaches that violate these rules will be noted by the referee on the FLL Values Recommendation Form. The referee will score your table **AFTER** the mission run. Scores are based on the final examination of the table. Your referee will show the team members the score and you will receive a carbon copy of the score sheet. Head Referees will be consulted if there are any questionable situations and their decisions are final.

4. Time and Set-Up Guidelines for all Judging Sessions

It is 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 your team should report for judging.

Project Presentation time in room will be 9 minutes. **NOTE:** You will **NOT** be allowed to connect your lap top to AV equipment provided in the project rooms so please have supplemental video materials on a CD, DVD, or VHS tape.

Teams Transition into/out of room:	1 minute (coach may help carry in items & check 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:	2-3 minutes

An easel, computer and projector, and a TV/VCR will be present in each room.

Technical judging time in room will be 9 minutes. All technical rooms will be set up alike. There will be a mat with the stationary LEGO pieces laid on two 8 ft. tables pushed together. An L-shaped wood parameter will surround 2 sides of the mat. Teams may move this wooden parameter to the other side if it is necessary to demonstrate a particular mission.

Teams Transition into/out of room: 1 minute (coach may help carry in items)

Technical Demonstration/Discussion: 6-8 minutes (begins when door is closed)

Optional: A hard copy or lap top demonstration of your programming is helpful but not required. Please bring loose LEGO pieces listed below under practice tables if you plan to demonstrate a mission. **NOTE:** Technical judging is a discussion so please prepare your teams to have judges interrupt a practiced speech if they want to ask questions.

No adults will be allowed in the presentation or technical judging rooms except in the case of a special need. Please contact the Tournament Director before the tournament day for special arrangements.

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

Preliminary and Finalist Judging: Please have your team move quickly to each judging location and have them wait quietly outside of the judging room/areas while others are being judged. 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 especially late and cannot complete your presentation in the remaining time or miss your scheduled time for reasons beyond your control, please see the Judge Advisor, Jeff Nowak, to discuss the situation. **NOTE: All preliminary judging will take place before 12:00 pm and finalist judging from approximately 12:30-2:30 p.m.** Finalist judges in the teamwork and technical categories will observe the team performance rounds 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 and there may be call backs for the technical category if judges need further discussion. Teams involved in call backs will be announced and/or located at your pit table to set a time that accommodates your robot performance schedule. **Finalist judges will read all FLL Values Recommendation Forms submitted by any preliminary judge, referee, or volunteer. These forms will be available for only tournament staff and volunteers who wish to make recommendations regarding the team work and behavior they observed by the teams throughout the day.**

THE TOURNAMENT SET UP

5. Pit Set Up: **IMPORTANT RULES**

Practice mats are not allowed on the floor, in aisles, walkways or the lobby. You may lay a mat on your table; however, **NO "table top practice tables" that extend into the aisles. 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. Display materials should be kept on or under tables out of the aisles. Additional storage for larger display materials is in the "Prop Storage Area" located next to the Concession Stand. **Please bring extra batteries and a power extension cord (6 feet long) for your computer (none are provided).** Tables in the pit areas will have a team number on them that must be visible at all times. An updated gym layout that shows team assignment of tables will be on the Championship website the day before the tournament and included in the registration packet.

COACHES ARE RESPONSIBLE FOR TEAM BEHAVIOR IN THE PIT AREA AND BLEACHERS. THIS INCLUDES FOLLOWING SAFETY RULES AND "OFF LIMITS" SIGNS, COURTESY TO OTHER TEAMS, RESPECT FOR VOLUNTEERS, AND PROPER REMOVAL OF GARBAGE. PLEASE DO NOT THROW REFUGE IN BLEACHERS!!

6. **NEW...IMPORTANT...READ...Practice Table Guidelines**

The Team Time Schedule sheet which you will receive on Saturday morning during registration is your "ticket" to the Practice Tables. Any time your team reports to one of the four Practice Tables, please show the Table Monitor your Team Time Schedule which indicates your practice times. This will prevent any confusion about who should be at the Practice Table. You will be pre-scheduled for one 15 minute practice time (**which includes set up and removal of "loose pieces"**) in the morning before your first round. During Registration or at the Information Table after registration you may also sign up for **two** additional 5 minute practice times; however, due to occasional unexpected delays in the Performance Rounds, we cannot always guarantee both of these additional times. **NOTE: There will no longer be an "open" time at the tables during the registration hour. If you choose to practice between 7:15 a.m. -7:55 a.m., you must sign up for those time slots as one of your two additional practice times. Tables will be designated as "Closed" from 7:55-8:30 during the Opening Ceremonies and also during occasional times while waiting for a team to arrive for their practice time. TEAMS MAY ONLY PRACTICE AT THEIR DESIGNATED TIME SLOTS. Please be respectful toward your Practice Table volunteer!** Any coach or team member that does not display Gracious Professionalism toward a volunteer will be reported to the Tournament Director. Please bring the following loose items from the Field Set to be used when your team is at the practice table: dam/flood, wind turbines, coal, uranium, corn, trees, power line, vehicles, coal, and oil barrels.

TECHNICAL INFORMATION

7. ABSOLUTELY NO CAMERAS OR VIDEO EQUIPMENT!

Because of the distinct possibility of **Infrared Interference with RCX robots**, 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 on the enclosed invoice form. This year's video will contain the Opening Ceremony, Round 3, and portions of the Awards Ceremony. **A tournament photographer will take pictures which will be posted on the website after the tournament. All media will be checked for auto zoom. Media and photographers will be wearing a media badge.**

8. *Warning: RCX Interference**

Sometimes 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, please keep the RCXs turned off unless they are competing or being downloaded with a program. It is also advised that everyone using an RCX should set the computer software and the IR tower to the "short range" option. We recommend that teams bring a cover (like a shoe box) to protect from interference.

9. Bluetooth IS NOT ALLOWED:

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 turn off the Bluetooth feature on their robots. You may not use Bluetooth in the pit, in the stands, or anywhere in the facility especially if it is proven that Bluetooth is being used to control a team's robot.

10. Calibrate Your Robot and Visit the Project Rooms

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. You may also visit a project room during this time to see the layout and equipment before the judging rounds.

OTHER IMPORTANT INFORMATION

11. Protests

Absolutely NO ONE is allowed to approach the Scorekeeper. The referee makes all field judgment calls and the Head Referees make all final decisions. All judge decisions are also final. Protests will be directed to the Tournament Director, Judge Advisor and Head Referees by filling out an Appeal Form located at the Information Table and/or submitting them to the Scorekeeper Assistant or at the Information Table volunteer.

12. Concession Tickets and PIZZA PARTY!

Each team member and coach is given 2 concession stand tickets. Concession food includes hot dogs, popcorn, donuts, candy, pop, coffee. Various fast food restaurants are within five minutes of campus.

ITT PIZZA PARTY: At the end of the competition rounds each team will receive 2 free pizzas as a gift from our tournament sponsor, ITT Corporation. Your packet will include two pizza tickets which AN ADULT can redeem at the Information Table when the pizza pick-up is announced. Team members may enjoy dancing and music as they wait for results.



FLL Championship Tournament Checklist

- ? Confirm your attendance at the Championship 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 Congratulations letter.
- ? Remember to bring the following equipment: extra batteries, 6' power extension cord, visual aids & CD/DVD if needed for project presentation.
- ? We recommend that you bring a cover or shoe box for tower if using RCX. 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.
- Remember to take your Team Time Schedule to the Practice Tables.
- 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.
- No Bluetooth allowed.