

Indiana Championship 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.** Please note the items marked **NEW** in the enclosed information. Included in this document:

- Registration Procedure and Schedule Information
- Judging Deliberation and Award Distribution (**New**)
- Tournament Set Up
- Technical Information
- Other Important Information
- Championship Tournament Check List

REGISTRATION & SCHEDULING INFORMATION

1. Registration Procedure

- ✓ **When:** Saturday, December 13, 2008 7:00-8:00 A.M. IPFW Gates Sports Center (no early arrivals, please)
- ✓ **Who can register:** **ONLY Team Coach at the registration table.**
- ✓ **Team Location:** Teams may go directly to their pit table when they arrive. See Championship website for Pit layout on Friday before the event with team numbers inserted. Do not have entire team wait at registration area and block the doors.
- ✓ **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, Pit layout 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 arrival. Any coach with multiple teams will space their teams apart according to directions given at registration. 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 will be printed on all team badges. By looking at the **Tournament Order Number** and the various schedules, you can 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 to write in additional practice table times you sign up for at registration. **IMPORTANT: 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 Schedule and Important Procedures

Teams will be called to the bullpen area by the emcee approximately 10 minutes before their play begins. Team members should wear their badges with your FLL Team Number visible to the referees. **Only team members and coaches can stand in the bullpen.** When it is your turn for competition play, the team members and the coaches may proceed to the sidelines. **No adults can stand at the competition table AT ANY TIME right before, during, or after a match.** **NEW! We will adhere to the 2008 Robot Game Rules regarding Housekeeping: "Team members on the sidelines may NOT hold competition objects of any type."** Only two team members are allowed to be at the table during the match. The rest of the team and coaches must remain in the sidelines area to cheer on their team. Coaches that violate these rules will be noted by the referee on the FLL Values Recommendation Form. Team members may "tag" in or out to share running the robot. **NEW! To expedite the matches, your referee will take some time to review the table for scoring purposes AFTER the mission is run. Scores are based on the final examination of the table Please ask your team members not to "crowd" him/her but to give the referee time to concentrate on this task. When ready, s/he will show your designated team members the points for agreement and/or questions. Please determine in advance the team members who will participate in the review of each score sheet (kids only, please).** You will receive a copy of the score sheet. Head Referees will be consulted for questionable situations and their decisions are final.

4. Tournament Schedule:

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. **During the judging session for Technical and Project Presentation, only the student team members are allowed in the judging locations. Teamwork judging occurs at your Pit location and coaches may participate in that interview with judges.**

Project Presentation time 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. **NEW: Do not enter the room until the Room Assistant tells you to do so as directed by judges who will need time between each team to complete their rubric scoring forms. We have allowed 5 minutes between each team for judges to complete their rubric scoring forms.**

Teams Transition into/out of room:	1 minute (coach may help carry in items & check equipment and then leave)
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 and then must leave)
Technical Demonstration/Discussion:	6-8 minutes (begins when door is closed)

Optional but recommended: 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 choose to ask questions.

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.

Keep Judging sessions on time and be polite! Please have your team move quickly to each preliminary judging location and have them wait quietly outside of the judging room/areas while others are presenting. If you are slightly late for your project or technical judging, you will still have time 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. **NOTE: All preliminary judging will take place before 12:00 pm and finalist judging from approximately 12:30-3:30 p.m.** Teams involved in call backs for finalist judging will be announced in order to set a time that accommodates their robot performance schedule.

Judging Deliberations and Award Distribution

5. Judging/Scoring/Deliberation Procedures/Awards **(NEW)**

Preliminary Judging: Based on FLL requirements and to be consistent with procedures followed at the FLL World Festival, the focus of each judging session will be on this year's rubrics which you may review in the Coaches' Handbook. These rubrics will be used to provide teams with feedback after the event and to aid judges in scoring and ranking the teams. The usual score forms that many of you have seen in prior years will not be used at FLL tournaments this year. Judges will evaluate each team on how well they perform and then choose a rating on the form for each rubric criterion. The rating levels are: Excellent, Good, Fair, Needs Improvement. The degree to which your team receives each rating plus the deliberation of your judges will determine a team's ranking in each preliminary judging session. Judges are trained via national guidelines and in local sessions to look for qualities and skills listed in the rubric when evaluating your team. This ranking and recommendation from judges will determine the finalist teams in each category.

Finalist Judging: Teams chosen as finalists may be "called back" for project presentation or observed closely for Technical and Teamwork judging during the robot matches so that judges can note their performance while "in action". During the call backs and robot performance observations, finalist judges will assess finalist teams again in terms of rubric criteria. The ranking of each team in preliminary and finalist rounds will become an important element, along with judge deliberation, in determining the teams to be recognized for awards in each category. **NEW: In following FLL guidelines, teams will be eligible to be recognized for one award except if they are ranked in the Robot Performance and the Champions Award.** In choosing the Champions Award winner, the judges will deliberate and review the following: preliminary rankings in all four categories (project, technical, teamwork, and robot performance); advancement to finals in multiple categories; rubric assessment/ rankings in finals, and FLL Core Values recommendations. All judges, referees, and key volunteers will note special instances when FLL Values are demonstrated throughout the tournament by submitting examples on FLL Values Recommendation forms.

6. Advancing beyond the Indiana Championship Tournament: The first place Champions Award winner will be invited to the World Festival or the National Open depending on the results of the World Festival lottery. If Indiana is invited to the World Festival, than the second place Champions Award winner will be invited to the National Open held at Wright State University in Ohio. In the case where a team cannot accept their designated invitation, the next ranked team will be in line for the invitation. Indiana will also submit a nomination for one team as our FLL Core Values Team based on the nomination procedure announced to teams before the Qualifying Tournaments. This team may or may not be a Championship award winning team.

THE TOURNAMENT SET UP

7. 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. Each team will have an 8 ft. table with electricity in the pit area. Display materials should be kept on or under tables. 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).** Pit tables will have a team number on them that must be visible at all times. An updated Pit layout with team assignment will be on the Championship website the day before the tournament. **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 GARBAGE IN BLEACHERS!!**

8. **IMPORTANT...READ...**Practice Table Guidelines

The Team Time Schedule which you will receive on Saturday 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. 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 pieces to the tournament for use at your Practice Table and in your Technical Judging: 12 people, wheel roller, 4 grey balls, 5 grey rings, 7 brown stacked levees, buoy, bike, snowmobile, computer, 2 yellow insulation blocks, yellow ball, polar bear, 3 white blocks of ice**

TECHNICAL INFORMATION

9. **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.**

10. *****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.

11. **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.

12. **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

13. Protests

NO ONE is allowed to approach the Scorekeeper with questions. 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.

14. 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.

15. Hotel Accommodations

We are pleased to announce the recent opening of a Holiday Inn next to IPFW on Memorial Coliseum in Fort Wayne. This is the closest hotel to IPFW but may not be the least expensive. You may check the Championship website for contact information.



FLL Championship Tournament Checklist

- Confirm your attendance at the Championship tournament at provided URL by deadline.
- Submit registration form by deadline and bring registration fee and optional DVD fee to event if not prepaid.
- 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 & CD/DVD if needed for project presentation.
- Bring a cover or shoe box for tower if using RCX.
- Bring loose items for practice table. See #8
- Complete Release Forms for each participant, signed by parent. See Coach's letter.

Other Important 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.

Remember to Have Fun!!