## Virginia/DC FLL

Tournament Leaders Meeting

September 29, 2012

FLL
FIRSTLEGOㄴeague

## Agenda

- Overview
-Tournaments
-Theme
-Tournament Director Info
-Pre-Tournament
-Tournament Details
-Post-Tournament
- Judges
-Overview
-Referees (overview)
-Overview
-Missions


## Tournament Directors

- Northern (10)
-Eagle Ridge (11/3) - Mark Vanderlyn
-West Potomac (11/3) - Shardey Mitchell
-Chantilly (11/10) - Anne Meyer
-US Patent and Trademark Office (11/10) - Nick Swayne
-Osbourn Park (11/10) - Denyse Carroll
-George Mason (11/11) - Nirup Menon
-Haymarket 1 (11/17) - Gail Drake
-Haymarket 2 (11/17) - Gail Drake
-Stafford (11/17) - Dave Shotwell/Adrian Fredrick
-Mary Henderson (11/17) - Alex Nette


## - Central (4)

-Harrisonburg (11/3) - Ralph Grove
-Lynchburg (11/10) - Elizabeth Narehood
-Martinsville (11/10) - Anne Stultz
-Staunton (11/17) - Lee Ann Whitesell

- Southeast (2)
-Newport News (11/3) - Karen Berger
-Norfolk (11/17) - Karen Berger
-DC (1)
-Wilson (11/10) - Jeff Wetzel
- Southwest (1)
-Abingdon (11/10) - Jeff Webb, Deborah Hensley
- Capital (3)
-Bird (11/3) - Steven Panteleo
-Deep Run (11/10) - Ann Kutz
-Maggie Walker (11/17) - Mark Allen/Charlie Aldridge

FIRST LEGO'League

## VAIDC FLL Current Status

- 611 Teams in Virginia/DC as of 9/24/12 (compared to 478 on 9/23/11)
- 21 Regional Tournaments up from 20 in 2011
- Returning events at Abingdon, Chantilly, Harrisonburg, Lynchburg, Maggie Walker, Deep Run, Newport News, Norfolk, Stafford, Haymarket (x2), Bird, Martinsville, George Mason, Eagle Ridge
- New events at West Potomac, US Patent and Trademark Office, Wilson, Staunton, Mary Henderson, Osbourn Park
- Discontinued events at Christiansburg, Reston, Smithsonian, Metz



## VA/DC FLL Growth



## General Announcements

- Please note that all judge and referee materials are for tournament organizer eyes only unless otherwise specified. Do not release these to teams.
-Teams can receive the "scored" judging forms (there are no actual scores now)
-Comments should be added to the form and how the team performed in each area should be marked
-Note that this is a change in previous FIRST policy
- All forms, score sheets, training materials, etc. will be posted for the head referees/judges for the tournaments as well as tournament directors
-They will be posted on Nick Swayne's FTP site most likely
-Information about accessing files will be sent at a later date


## Not new this year, but still great...

-Tables still do not require lights!!!

- If your site offers poor lighting, please continue to use
- Otherwise, they are not needed for judging, pit or competition areas
-VA/DC FLL has 4 Tournament on Wheels (TOW) for use at events.
- Most trailers come with 10 tables, required kits (maybe), supplies, etc. for event
- Do not come with sound system, computer, printed, paperwork or volunteers
- Last year these were used at:
- Smithsonian, Reston, Bird, Deep Run, Haymarket, Eagle Ridge
- This year, tournaments indicating an interest are:
- Bird (Capital, 11/3), Deep Run (Capital, 11/10), Haymarket (Northern, 11/17)
- West Potomac (Northern, 11/3), Wilson (DC, 11/10), Mary Henderson (Northern, 11/17)
- Eagle Ridge (Northern, 11/3), Osbourn Park (Northern, 11/10), Haymarket (Northern, 11/17)
- Small TOW: US Patent and Trade Office (Northern, 11/10), Staunton (Central, 11/17)
- All other tournaments indicated that they had or had access to tables already...
- If you require tables, please notify us ASAP!!!


## Tournament Director Support

- New tournament coordinators conference calls
- Once a week, informal meeting (optional)
- Wednesdays, 8:00-9:00 pm
- Phone number: (800) 871-8326, Extension: 506, then dial 1010\#
- All tournament directors, feel free to contact Karen anytime at:
- 757-746-0756 (anytime), 757-814-3733 (evenings/weekends only)
- Email - Karen.T.Berger@nasa.gov (faster response but only for tournament directors/key staff)
- If you need to give my email to anyone (parent, coach, etc.) please use Karen@vadcfll.org
- Listserv - VADCFLL-Tournament-Directors-L@LISTSERV1.JMU.EDU
- All tournament directors have been added, key volunteers can be added
- Important information and paperwork will be emailed
- Great place to ask questions of other directors - all can post to listserv
- Not for general team use - information on listserv should remain within this group


# Review of Missions 

September 28, 2012
Steve Scherr
ref@vadcfll.org

FLL
FIRST LEGOㄴeague

## Senior Solutions Robot Game



## Robot Game Rules

- The FLL Robot Game is played by an autonomous robot
- A match is $21 / 2$ minutes long. Teams get at least 1 minute to set up.
- Two game fields are joined back-to-back, with one team on each side
- Multiple table pairs may run simultaneously


## Robot Game Rules

- Two members of a team may be at the table operating the robot
- The rest of the team stands nearby
- Team may store objects in a box
$>$ Try to provide a stand at each table, e.g. tray table or chair


## Robot Game Rules

- Cycling all teams through one match each is called a round
- Each team has at least 3 matches, $\rightarrow 3$ rounds
- The practice round is very helpful-both for volunteers and for teams
- The team's best score in any match is what counts


## Robot Game Rules

- Missions are results or actions worth points
- After the match, the referee records the state of the playing field and gets agreement from the team
- The Scorekeeper uses the scoring program to total points and compile results


## Missions

- Theme: Independent, Engaged, Connected
- Some missions have a harder and easier version
- Mission point values are pretty high-large range of theoretical values (-60 to 700+)
- Lots of missions have some restrictions on how the teams accomplish them
- Fewer models (and small pieces) than last year ©


## Delivery Missions

- MISSION: GARDENING
- GOAL: Deliver the plants to the Garden area
- MISSION: QUILTING
- GOAL: Deliver the quilt squares to their matching areas
- MISSION: WOODWORKING
- GOAL: Bring the chair to Base and fix it. Put it under the table for more points.
- MISSION: BOWLING
- GOAL: Use the ball to knock down the pins. Teams get two chances with the yellow ball.


## Manipulation Missions

- MISSION: STOVE
- GOAL: Turn the burners off (make them black)
- MISSION: VIDEO CALL
- GOAL: Raise the flags on the video monitors

- MISSION: FLEXIBILITY
- GOAL: Bring the yellow loops to Base

- MISSION: SERVICE ANIMALS
- GOAL: Push the dog with the machine so it gets into Base


## Physical Fitness Missions

- MISSION: STRENGTH MACHINE
- GOAL: Lift the weight high by pulling on the bar
- MISSION: CARDIOVASCULAR EXERCISE
- GOAL: Turn the pinwheel clockwise so that the pointer advances ( $1 / 4$ turn per trip from Base)
- Designed to consume all extra time
- Used to assess touch penalties (can be unlimited)
- MISSION: TRANSITIONS
- GOAL: Balance the robot on the unstable platform at the end of the match
- MISSION: MEDICINE
- GOAL: Bring the Green bottle to Base without disturbing the Orange bottles (random setup)
- MISSION: SIMILARITY RECOGNITION AND COOPERATION
- GOAL: End up with the pointers on both tables parallel.
- MISSION: BALL GAME ["Future Effects of our Current Decisions"]
- GOAL: Earn points for all balls left on the machine.
- Earn more points if team's ball is in center.


## Tournament Specific Information

- Notify in advance and in coaches meeting
- Accessibility issues
- Space for box on stand near table
$>$ Will you provide stands?
- Option: Coaches nearby during a match
- Steve's Suggestions:
- Start judging before table rounds—refs can visit pit
- End judging before table rounds-judges can deliberate

FLL
first lego'League

## The 2012 CHALLENGE

Can FIRST® LEGO® League teams improve the quality of life for seniors by helping them continue to be independent, engaged, and connected in their communities?


## Judging

September 29, 2012
Karen Berger for Mark Allen

## Judging Basics

- There are three types of judging (all judging sessions are 10 minutes):
- Robot Design
- teams will discuss the mechanics and programming for their robots
- There should be a table in the room so that they can show the judges missions
- Research Project
- Teams will have 5 minutes to present their research, problem, solution and how they shared it
- 5 minutes starts when they enter the room
- $2^{\text {nd }} 5$ minutes is for the judges to discuss with the team and ask questions
- Core Values
- Teamwork component is completed in the judging room with a "surprise" 5 minute task as well as discussions with the judges
- Take into account feedback from referees, pit, etc. for core values
- VA/DC FLL policy is that only 2 coaches/mentors and 1 historian are allowed with the team in the judging room
- Some teams may not take any adults into judging with them
- When possible, seat adults behind the team (or at least out of line of sight of the team)
- Have someone outside monitoring the hallways to keep them quiet and keep the judges on time/schedule
- VA/DC FLL policy is that we do not officially provide anything for the research room than space - no requirement to provide projectors or screens


## Judging

- Judge Rubrics
- Posted under "coaching resources" at www.vadcfll.org and on Nick's FTP site
- Tournaments should get printed rubrics from JMU as well
- Judges for each Division
- How many will you have?
- How will you manage the divisions?
- Judges "Scoring"
- Must "score" each team, not just winners
- No need to turn in score sheets during the day anymore
- Provide comments to teams!!!
- Core Values
- Have both a room and roving evaluation? - at least room is required
- Teamwork challenge will be emailed in week before event
- Consider input from the Pit Manager and Referee


## Role of Head Judge

- Know the rules concerning FLL awards, challenges, rubrics etc.
- Assure your tournament has an adequate number of judges (and hopefully experience). Pair judges accordingly.
- Assure facilities are adequate (with TD).
- Train the judges. Make sure judges are aware of the difficulty in catching up and remembering previous teams if they do not stay on schedule with good notes.
- Assure Teamwork exercise has appropriate materials.
- Take care of the judges needs (schedule, breaks, food, forms etc.)
- Resolve issues or conflict - keep judges separated from coaches or parents
- Keep on time, Keep TD informed of any and all issues. Assure volunteers to keep teams in line, on time, and quiet when outside judging rooms.
- Lead deliberation process and resolve issues quickly (must make decisions).
- Make final decisions on awards.
- If you have the experience, have 2 head judges (DIV I and DIV II).
- Also, makes training easier. Robot Design can separate from the other judges.


## Some Details for Most Tournament

- If you have 2 sets of judges - leave deliberation time before last robot run
- 1 hr minimum
- 1.5 if call backs
- First scoring done with both sets of judges to calibrate
- Try to get middle team before opening ceremonies if able
- Calibrate time at opening ceremonies
- Make sure there is interaction time for core values and project presentation
- 2 adults per room - manage where they are
- Take notes
- Have extra judge of each type in case someone doesn't show up
- Leave facility clean
- Leave room set up the same and write a thank you
- No more than four judging sessions per hour per set of judges
- Bubble sort sheet - use to keep track of top teams


## Rubrics and Team Sorting Sheet Example Seryiti

Team Sorting Sheet

$\approx$

## Tournament Directors

Pre-Tournament Details

## Basic Tournament Volunteers

-Tournament Director
-Assistant Tournament Director

- Set Up volunteers (night before?)
-Registration (am only)
-Emcee
-Head Referee and either
- 2 referees per table side
- 1 referee and one table setter per table side
-Floor Manager
- Score Keeper
- Score runners
-Pit Manager
-Head Judge
-2 judges per core values room
-2 judges per research project room
- 2 judges per robot design room
- Judge assistant(s)
-Teardown volunteers (pm only)


## Can be any age:

- Score runners
- Judge assistants

High school students or older:
-Registration
-Emcee
-Referee (if mature)
-Score keeper

- Pit manager
- Floor manager
- Set up
-Tear down


## Adults only:

- Judges
-Head referee
-Head judge


## Schedule Development

## Scheduling Options

- Use Schedule Program
- Program developed by Phil Smith, VA/DC Technical Advisor
- Scheduler can be accessed at http://grove.cs.jmu.edu/scheduler or by getting a copy from Phil Smith
- Assistance available from Phil Smith or Sam LaPlante (laplante@vt.edu)
- Program supports 2 divisions, multiple judging rooms, competition rounds of different lengths, etc.
- Develop Your Own


## Schedule Considerations

## What does a schedule need?

- Lunch break for teams and volunteers - doesn't have to be at same time for all
- 10 minutes for each team in with each set of judges
- Minimum of 4 minutes between each team for judges to fill out paperwork more is better!!!
- Recommend no more than 4-5 consecutive teams in a judging room before judges get a break
- Recommend judging finish before robot performance rounds
- If calibration judging is used, teams should only be judged once per type - do not repeat!
- Try to group teams in judging by division
- If possible, have judges only judge one division each
- If team divisions are skewed, make sure all of the smaller group are judged by the same judges to make deliberations easier
- Try to have a few teams in a row first thing in the morning, followed by a break, to allow the pair of judges to self calibrate
- Ask volunteers to be at the tournament 2(?) hours before opening ceremonies.


## Setup Recommendations

- New mats flatten much faster and do not need to spend as much time rolled out but they do come folded. Best to try to roll them for at least a few days prior to the tournament
- Get access to the site and setup the day before
- Take digital pictures of any rooms so they can be used to recreate room condition
- Put a protective material (cloth, sock, carpet, etc.) on below the table legs to prevent damage to floor
- Watch the kind of tape used on floors (painters tape recommended or talk to school)
- Thoroughly test audio equipment/timing system and scorekeeping computers, preferably the night before
- Teams
- Send email by 10/22
- Provide all the logistical details (via email and Web) when available
- Examples available
- Provide information on tournament to Ralph Grove
- Tournament website URL (if you have one), or
- Tournament details (Ralph will add to VA/DC FLL website)
- Volunteers
- Check in with your head judge and head referee - they need the most pre-tournament preparation and will be responsible for training the other judges and referees
- Confirm, reconfirm, have a meeting?
- VA/DC FLL website - www.vadcfll.org - will post important policy related announcement to teams (e.g., using carts, numbers of adults in judging, etc.)


## Tournament Details

## Registration

- Cost (note increase and change)
- You will not collect this! We are collecting fees during regional tournament registration
- \$100 to Virginia/DC FIRST LEGO League (check, cash or school PO)
- Return to JMU
- Release forms
- Leftover supplies (shirts, awards, ribbons, etc.)
- Release Forms - MUST have release forms for:
- A child to participate
- Any coach or mentor who will be on the competition floor
- All volunteers
- Programs
- Will you provide them?
- What will they include?
- Standard Template will be provided (see to the right for sample from previous year)


FLL
FIRSTLEGOㄴeague

## Opening Ceremony/Housekeeping

- Facilities
- Fire Exits
- Restrooms
- Rules
- Who is allowed in Judging Rooms (maximum of 3 adults - 2 coaches and 1 "historian")
- \# of kids at table
- Areas off limits
- Where is food allowed?
- Food
- Is any available or where to get some
- Schedule
- Recognize Sponsors and Volunteers
- Get everyone excited for a fun day of Legos!


## Scorekeeping

- Scoring Programs
- Head Referee/Judge will send out approved scoring program
- Test before the tournament
- Save during tournament day numerous times including to a USB drive
- Save paper results
- Results Presentation
- What and when will you present
- Each tournament will receive a tournament specific set of award to give (note that you may have more awards than authorized to give). Please follow the worksheet
- Complete award selection prior or during Parade of Teams


## Award Determination

- Tournament Directors will receive a list of awards to be given at their event
- Only one judged award per team (robot performance is NOT a judged award)
- Robot performance - highest score wins
- If teams tie, go to second highest score, third highest if necessary
- Teams can win robot performance and a judged award
- Judged Awards - Assign awards in order of:
- Champions award(s)
- $1^{\text {st }}$ place robot design, research project and teamwork
- You will not have $2^{\text {nd }}$ places except possibly for Championship (except for Haymarket???)
- Each tournament will get Judge's Awards to give out
- Hint: list teams with the top 4-5 scores for each category before deliberation
- Identify teams that did well in all categories - discuss who should win champions award(s)
- Once a team wins an award, cross off for all other categories
- Identify teams that did well in robot design - discuss who should win $1^{\text {st }}$
- Cross off team from all other categories
- Repeat for Research Project and then Teamwork
- New judging process and scoring program helps with this
- Discuss any teams that remain on lists for possible Judges Awards (optional)
- Approximately 30\%-50\% of teams should win awards (suggestion)


## Award Determination (cont.)

## Changes last season for "scoring" and awards

- There are no "scores" for judging - ranking instead
- Each set of judges should rank the teams that they saw and if multiple sets of judges are judging a single division, the rankings will need to be combined
- The Champion would be the team that all judges agree did the best in all three judged areas
- The Champion should also be in the top "40\%" of teams in robot performance
- The $40 \%$ rule is flexible, especially if there are only a few teams in the division
- Take into account that there may be very small changes in score separating the top $40 \%$ and the next few teams - it is ok to pick a team outside the $40 \%$ in this case
- If the top $40 \%$ changes during the deliberations (i.e. you start deliberations before the $3^{\text {rd }}$ round starts and the team rankings shift), it's probably ok to use a team that was in the top $40 \%$ at the start of deliberations, especially if they are close to the top $40 \%$

The $40 \%$ rule is not a hard rule, more of a strong suggestion

## Closing Ceremony and Awards

- Parade of Teams
- Format is up to tournament - some have a formal parade, some call up teams individually
- Make sure to recognize each team (a great time to give out ribbons) since this may be all some teams get
- Recognize Volunteers and Sponsors
- Awards
- TD's will receive a list of standard awards to give
- Consider recognition of non-award winning teams
- Have judges write 1-2 sentences about winning team for awards ceremony
- Announce Advancing-to-Championship Teams
- Provide Championship Info to Teams at Tournament
- TD's will receive list of how many teams per division move to Championship
- Follow the worksheet directions on the number of teams advancing. There are limited number of Championship slots and numbers are pre-determined
- Recommended - Do not announce runner up teams, talk to the coach before they leave that day
- Announce how teams should pick up judge comments

Post-Tournament Details

## Teardown

- Table disassembly
- A lot easier this year without the lights!
- Facility Cleanup
- Make sure site is cleaner than you found it
- Return rooms to original condition or better (use digital photos)
- Check with facility staff before leaving
- Material Storage
- Field setup kits are needed for tournaments the next weekend/states
- After the tournament, go through kits, make sure they are complete
- Consolidate any incomplete to make as many complete as possible
- Mark what is missing from incomplete kits
- Email Karen Berger with how many completes/what is missing
- A little work after your event but saves major headaches for next person!
- Return all materials to the TOW in an organized format if applicable


## Results

- Championship and Awards
- Send via email to Karen Berger that night
- Include team name, number, and division
- Who will be going to championship tournament
- Who won each award at your tournament
- You can just fill out the worksheet
- Lessons Learned
- Expect to receive an email after the tournaments wind down, please be thinking about what went well and what didn't
- Send any comments, good or bad, from yourself or participants to Karen Berger
- Volunteer List
- Provide a list of volunteers, affiliation, and electronic contact information for your tournament. We want to thank them and possibly solicit for greater involvement.
- Awards, T-shirts, etc.
- Send to JMU - coordinate with Karen (you may be able to send with someone else and reduce shipping)
- Some can be carried to JMU in a TOW or by someone going to states
- FLL Kits
- See notes on previous page/kit movement plan
- Send all kits to Week 2 or 3 Location(s) or to Championship tournament
- Expense Reimbursement
- Send receipts to JMU (Nick Swayne) along with your W-9
- Send in a timely manner (please don't wait until January to send!)
- It can take 4-6 weeks (early January likely)
- Additional Award Requests
- Only in VERY rare occasions (provide all necessary info)

Kit Movement Plan


Newport News (12) $\rightarrow$ (Karen) $\rightarrow$ Osbourn Park $\rightarrow$ (TOW) $\rightarrow$ Haymarket
Harrisonburg (10) $\rightarrow$ (Nick) $\rightarrow$ USPTO $\rightarrow$ (Nick) $\rightarrow$ Staunton
Bird (12) $\rightarrow$ (TOW) $\rightarrow$ Deep Run $\rightarrow$ (TOW) $\rightarrow$ Haymarket
Eagle Ridge (12) $\rightarrow$ (Steve) $\rightarrow$ Chantilly/George Mason $\rightarrow$ (Karen) $\rightarrow$ Norfolk
NA (12) $\rightarrow$ (NA) $\rightarrow$ Lynchburg $\rightarrow$ (Dustin) $\rightarrow$ Stafford
NA (12) $\rightarrow$ (NA) $\rightarrow$ Martinsville $\rightarrow$ (Dustin) $\rightarrow$ Maggie Walker
West Potomac (12) $\rightarrow($ TOW $) \rightarrow$ Wilson $\rightarrow($ TOW $) \rightarrow$ Mary Henderson $\quad 4$

## Jr. FLL and FTC

- Jr. FLL
- If you are interested in adding a Jr. FLL tournament to your event, let us know
- Relatively little impact
- ~90 minutes
- Would need table space and a few judges only
- Consider having someone else organize the event?
- Contact Sally Sylvester for more info: ssylvester@usfirst.org
- FTC
- If you have space and want them, there is a group interested in doing FTC demos at FLL tournaments
- Please let Karen know if you are interested


## Judge Info/Conference Calls

- Important Judge Documents:
- "Score Sheets" (judges only) - will be given to teams at the end of the tournament
- Judges Guide (judges only)
- Missions, Field Set Up, Rules, Q\&A for robot design judges (teams already have) - should be at least familiar with missions
- Rubrics (teams already have)
- Training with Skip Gridley and Jodi Kravitz will be in the form of modular recording and are forthcoming
- Recording details will be sent out at a later date and made available to tournament directors.


## Referee Conference Calls

- Important Referee Documents:
- Referee Guide (referees only)
- Score Sheet (referees only) - score sheet must match scorer's program
- Missions (teams already have)
- Field Set Up (teams already have)
- Rules (teams already have)
- Game Updates (3 p.m. Friday before tournament) (teams already have)
- Referee Training with Dave Brooks/Scott Evans
- Date and Time TBD
- (866) 951-1151
- Robot Game discussion for teams:
http://www.firstlegoleague.org/challenge/teamresources
- All calls will be recorded

