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| Slide 1 |  | Welcome to the second part of Judge Advisor Training. |
| Slide 2 |  | In this part of the training, we will discuss what Judge Advisors need to do while preparing for an FLL tournament. |
| Slide 3 |  | Before the tournament, begin by reviewing the Judge Advisor Checklist. Your first step is to find out from the Tournament Director how many teams will be attending the event.  Based on the number of teams, decide how many judges are needed.  Keep in mind that judges should be assigned such that a minimum of two judges per area see each team.  Judges should see an absolute maximum of 16 teams in a day. *FIRST* recommends that judges see no more than 12 teams in one day. |
| Slide 4 |  | For example at a tournament with 24 teams, there will usually be at least two sets of judges – 2 pairs of Core Values Judges, 2 pairs of Project Judges, and 2 pairs of Robot Design judges. In this set up, each Judge pair will see 12 teams. Some tournaments prefer to assign three judges to work together, but for consistency, we’ll call this group of judges who see teams together a “pair.” |
| Slide 5 |  | You’ll want to work with your FLL Partner, Tournament Director, or Volunteer Coordinator to make sure enough judges are recruited, trained, and assigned to each judging area.  When you’re deciding on the right number of judges, remember to have people in mind as back up judges, just in case. You might consider having your judging queuers or judging assistants attend judge training so they will be ready to fill in. |
| Slide 6 |  | Find out from your Tournament Director what your role will be in recruiting Judges. For some events, the tournament director or volunteer coordinator recruits and assigns judges. At other tournaments, the Judge Advisor is an important part of recruiting and assigning judges.  When you are recruiting, review the job descriptions for each role - look for volunteers who have experience working with youth, have the maturity to be fun and professional at the same time, and have knowledge, skills, and experience that will apply to their judging area. |
| Slide 7 |  | As you’re choosing who will judge in what area, here are some qualifications to consider. Robot design judges should have some technical expertise, but do not need to be experts in robot design or programming. Many regions work to recruit Project Judges who are experts in the Challenge topic. Excellent Project Judges also often have experience assessing presentations as educators, trainers, or judges in other youth events. Like Project Judges, Core Values Judges are often educators and trainers. Core Values Judges benefit from having previous experiences working with youth and assessing teamwork abilities. It’s often helpful to have a few Judges who are sponsors or other stakeholders to further engage them in the *FIRST* LEGO League program. |
| Slide 8 |  | In the US and Canada all official events including qualifiers and championships are required to follow the *FIRST* Youth Protection Policy. This policy requires that volunteers be screened and obtain *FIRST* Youth Protection Clearance. Volunteers are required to register through the Volunteer Information and Management System, known as VIMS. Visit the *FIRST* website to learn more about the Youth Protection Program. |
| Slide 9 |  | Many Judge Advisors lead or assist with judge training. No matter who leads the training, as Judge Advisor, you’ll need to work with the Tournament Director to ensure all judges are trained before your event. Having trained and Certified Judges helps make sure that every team is judged fairly and helps make sure that every team has a similar experience with judging.  FLL recommends that all judges at official events be Certified. This is especially true for judges at Championship Tournaments. In addition to online tools, slides and scripts for this training are available for regions who prefer to deliver it in-person. The Judge Prep Packs provide all the basics of FLL Judging. In addition to distributing the Prep Packs as part of Judge training in advance of the tournament, have a few copies available at the tournament for reference or as tools for training any last minute judges. |
| Slide 10 |  | Matching judging pairs can be a puzzle. Most importantly, match experienced judges with new judges and those who will work well together. Consider balancing personality traits to create a strong team from each pair of judges.  Think about pairing experts in the judging area with judges who have less content knowledge, males with females, younger judges with older judges, and try to create cultural diversity. |
| Slide 11 |  | Before the tournament, be sure to get the judging schedule from the Tournament Director. You’ll need to know which awards structure is being used at your tournament. For qualifying tournaments, verify the number of teams advancing to the next level of competition. |
| Slide 12 |  | The Awards structure used depends on the type and size of the event. Championship tournaments are required to use the Expanded Award Structure, where Qualifying tournaments of any size can choose between the Expanded and the Consolidated Award Structure. Keep in mind that all qualifying tournaments in a region should use the same awards structure. |
| Slide 13 |  | FLL recommends that at least 30% of teams at each event should win an award. You should aim for between 30% and 50% of teams receiving awards. As you work with your FLL Partner and Tournament Director to choose an awards structure, keep these percentages in mind. You may need to add places, Judges Awards, or Local Awards to ensure that the target percentages are met. |
| Slide 14 |  | In the Expanded Awards structure, there are 11 core awards. The Champion’s Award is given to at least 1st and 2nd place or more if desired. Qualifying tournaments are only required to have a 1st place Champion’s Award. All other Core Awards must have equal depth – so if you give 1st, 2nd, and 3rd place in Teamwork, you must also give 3 awards for each of the other categories. The exception is the Robot Performance Award – you can give a 2nd place Robot Performance Award if the Champion’s Award also has at least 2nd place. Before the tournament, discuss Judges’ awards and local awards with the Tournament Director and determine how many will be given at the event. Outstanding volunteer and mentor awards are also given. |
| Slide 15 |  | In the consolidated award structure, the three awards in each area are combined into a single award. The Champion’s Award must at least have a 1st place award. Like in the Expanded Award structure, all other Core Awards are given to equal depth. The area awards are decided by the overall rank within the area. Judges awards, local awards, and outstanding volunteer and mentor awards are given similar to the Expanded Awards structure. |
| Slide 16 |  | As was mentioned in the general Judge Training, all teams must meet these eligibility requirements in order to receive awards at a tournament. In some regions, teams are allowed to attend events without being eligible for awards. If this is the case at your event, the team should participate in judging like any other team, receive feedback on the FLL rubrics, but shouldn’t need to be included in the rankings to determine awards. |
| Slide 17 |  | At qualifying events, advancement to the next level of tournament is based on the Champions Award Criteria. |
| Slide 18 |  | FLL Partners and Tournament Directors should determine before the tournament the Robot Performance Hurdle for Advancement. To determine the hurdle, the following procedure is followed: First, determine the percentage of teams advancing. For example, if 4 teams are advancing from a 16 team tournament, the percentage advancing is 25%. If needed, round to the nearest 5%. Next, look up the advancement percentage in the table – for our example tournament of 25% advancing, the Hurdle for advancement is 48%. This means that in order to be eligible to advance, teams must be in the top 48% of Robot Game Scores at the tournament. Usually done after all the awards are decided, the judges will select the most well-rounded teams who meet the Robot Game hurdle to advance. |
| Slide 19 |  | Once all the tournament logistics have been decided and judges have been recruited and trained, you will work with the Tournament Director to make sure all materials that judges will need are available. Judge packets usually include the rubrics for each team they will see, tournament schedules and schedules for each judging room, the Judge Prep Packs, a list of links to the online judge training materials and office supplies. Judges always appreciate having snacks and drinks easily accessible to them! |
| Slide 20 |  | Most tournaments will have teams complete a short teamwork activity during the Core Values judging sessions. As you are gathering materials for the tournament, work with the Tournament Director to choose a Teamwork activity. Have directions available for your judges to read to the teams, and be sure to prepare any materials needed for the activity and have them at the tournament. |
| Slide 21 |  | Before the tournament, determine a consistent approach for addressing any request for exceptions or special considerations at your tournament. For example, some tournaments do not allow any adults in the judging rooms. Should this rule still apply if there’s a team member who has special needs? You may need to make an exception to this rule in order to accommodate and facilitate this team member’s participation. Another example – what happens if a team misses their judging session? Can you reschedule the team at another time? If you think about these situations in advance, they’ll be easier to handle during the tournament day. |
| Slide 22 |  | One last item to prepare before the tournament is a draft of the awards ceremony script. Be sure to coordinate with the Tournament Director to know how the script will be delivered when completed the end of deliberations. Example scripts are available on the FLL wiki. Include the descriptions of each award, leaving a blank for the team name. Leave a space to fill in a short script from the judges explaining why each team was selected for each award. |
| Slide 23 |  | We’ve just covered a long list of things to complete before the tournament: scheduling, recruiting, training, and assigning judges, choosing an awards structure, and gathering materials for judges and the judging sessions. While you, as Judge Advisor, are responsible for making sure each of these tasks is accomplished, you do not need to do everything yourself. Work with your FLL Partner, Tournament Director, and other volunteers to help you prepare for judging. Be sure to plan in advance which tasks you will complete and which items will be assigned to others. |
| Slide 24 |  | To help yourself get ready for the tournament, take a few minutes to review the Judge Advisor Checklist. Start modifying the list to make your own pre-tournament task list. What decisions have already been made about your event? What still needs to be done? Who will you work with to complete each item? |
| Slide 25 |  | Thank you for completing the second part of Judge Advisor training! Now that you’re prepared for the tournament, let’s move on to what happens during the tournament day. |
| Slide 26 |  |  |