

Team Coach

The best information about coaching a team can be found in the [FIRST® LEGO® League COACHES' HANDBOOK](#).

Tournament Manager/Director

This is a good role for someone who is capable of seeing the bigger picture. This individual is responsible for overseeing all aspects of the event and is the principal liaison for most aspects of the event. He or she is the chairperson of the Planning Committee. Additionally, he or she will manage the event load in-load out and coordinates all the scheduling in conjunction with the teams, materials coordinator, and the opening and closing ceremonies.

Fundraising Coordinator

If your region does not have an FLL Planning Committee, it will be important to have someone focused on raising the funds necessary to run a Championship tournament.

Head Referee

This role should be filled by someone with excellent knowledge of the game, mission, rules and Robot Game Updates. The Head Referee will help recruit, train, and oversee all tournament referees. Your Head Referee should be responsible for reviewing all referee-related material produced for that FLL season and participating in Head Referee training if available. At the event, he or she will be responsible for tracking and timing robot performance rounds and coordinating referees with the Emcee, Scorekeeper and the Field Manager. Finally, the Head Referee should perform quality assurance on tournament Field Setup Kits at least one week prior to the event.

Judge Advisor

This person finds the judges for the event and makes sure they are trained, fed, and supported. This person will make sure to copy and distribute paperwork for the judges including rubrics and scoring sheets for each area being judged. The Judge Advisor should be sure to attend trainings from FIRST LEGO League Headquarters and become intimately familiar with the Judging Manual. See also

Volunteer Coordinator

This person will recruit and train volunteers prior to the event and support them the day of the event. Patience and people skills are a must. This person will also ensure sufficient volunteer coverage and scheduling for the days, giving volunteers breaks to have spectator time and experience the event. He or she will be responsible for supervising event volunteers throughout the day.

Referee (2 per table)

These are the most knowledgeable people about the game. They will be trained ahead of time. You may wish to provide them with a pre-tournament package with all the rules, Robot Game Updates and missions for them to keep at the competition tables. To make the distribution of these materials easier, you can have them sign up for access to the Referee Workspace.

- Understand the Challenge missions, rules, field setup and current Robot Game Updates from the FLL website and the Referee Guide
- Govern play within the rules.
- Be consistent with all rulings and strive for fairness.
- Enforce the 2 ½-minute time limit for competition rounds.
- Be vigilant and accurate with all scoring procedures.
- Confirm the score sheet with the team before the team leaves the field.
- Confer with other referees and Head Referee before allowing field reset in cases of scoring dispute.
- Keep it **fun** and put the children at ease.

Judges (2 per Core Award)

Robot Design

Robot Design is subjectively judged based upon the mechanical design and programming of each team's robot for the Robot Game portion of each year's Challenge. Robot Design judging begins with an interview with each team to discuss the design and programming of their robot. Robot Design judges should have a background in mechanical design and/or programming. Pairing judges with different technical backgrounds can be an effective way to ensure that judges have the required knowledge to choose the winners. Interviews take place in a separate judging area, which should include an FLL Challenge table (or surface with borders) with a Field Setup Kit. Your tournament organizer will tell you what format your Robot Design interviews will use.

Project

Part of the annual FLL Challenge requires teams to identify an existing problem in the scientific specialty related to the Challenge, and find a solution to that problem. Then teams must share their findings and their solution with others. At tournaments, these presentations are done for the Project judges. Teams are given at least five minutes for their presentation – including setup time. This time is followed by a question and answer period. Teams may perform a skit, a PowerPoint presentation, songs, or choose another creative way to share their Project solutions.

The Project is judged on the creativity of the presentation, the innovativeness of the Project solution, and the quality of the research; it is up to the team to demonstrate how they have addressed each component. These interviews take place in a separate judging area, and teams may arrive alone or be joined by their coach, a videographer or possibly other spectators if space allows. Many teams choose to enhance their presentation through the use of audio/visual tools, but note that teams are instructed not to pre-record their entire presentation in video format and simply show this to the judges on the day of the event. If a team presents a Project binder for your review, be sure to return it to Pit Administration before the awards ceremony so this can be returned to the team.

Teamwork

Teamwork judging is usually done in one of four ways: as a question and answer interview session with the judges; by floating judges, who observe teams in action during the course of the day or visit teams in the pits; by observing teams doing a hands-on Teamwork activity and then asking them questions; or by Teamwork judges working in the Robot Design and Project interviews, asking Teamwork-specific questions. Your tournament organizer will tell you what method they will use to judge Teamwork at your event. In all cases, questions asked of the teams should cover both the tournament day and the entire season.

FLL Core Values are also judged primarily during Teamwork judging. A complete picture of how well a team understands FLL Core Values comes from input from all judges and other tournament personnel, such as referees. Occasionally, teams will present to judges one view of FLL Core Values, but on the playing field demonstrate a different understanding!

See the [Judging Manual](#) for detailed information on these roles.

Scorekeeper/Judge Advisor

This person is someone who is comfortable with computers and can enter data from score sheets into either Excel or a scoring program. He or she will also facilitate the final ranking for awards. Try to ensure this person receives any scoring software you plan to use at your event at least 2 weeks ahead of the tournament to give time for him or her to be comfortable with it. FLL headquarters will provide an annual online training of the scoring programs it provides. On Tournament Day, he or she:

- Enters the score into the computer after the referee delivers it. (The Timekeeper, or ideally a scoring assistant volunteer, double-checks the accuracy of all scoring data.)
- Communicates with the video crew and/or pit manager to call for a posting of the scores, the announcement of the scores by the Emcee and display of the scores in the Pit area.

- Prints out the ranking chart and delivers it to the Judge Advisor after each round. Delivers a second copy to the Event Manager for awards consideration and the awards ceremony script.

Emcee

Your Emcee is an important part of building the excitement of the event, as this is the voice the teams and spectators hear throughout the competition. The emcee will be the face the crowd sees and with whom it interacts. It is important to not only select an emcee who can banter with the crowd, but also keep comments positive and age-appropriate. While this volunteer does not have to understand the Challenge and its rules nor the mission of FLL, it will definitely make a difference in the commentary if he or she does. This person helps the audience visualize the action and excitement through his calls during the rounds.

Your emcee will introduce both teams at the competition table, ensuring that both teams are ready, and then says, "Ready, Three, Two, One, LEGO!" for every match. It is imperative that this routine is consistent for the sake of the robot operators, referees and timekeeper.

To help the emcee expand and personalize his announcing capabilities, provide him/her with team information sheets providing the team names and hometown, what inspires them, their funniest story. Emcees usually take a few minutes to talk with the teams. Kids love to talk into microphones and shine with their accomplishments. Asking them questions, even a simple one like where they are from, breaks the ice and offers a more intimate look at the kids.

If your emcee is not local, he or she can add some comic relief to the event, as he or she tries to guess how far away a team has come. This job can go to a team member of the host team who is outgoing and fun.

FLL headquarters does provide a training opportunity for emcees. Visit the Marketing Materials workspace for sample ceremony scripts to customize for your events.

Event Volunteers

Field Manager

It is critical to the competition to keep teams flowing to each area throughout the day and on schedule. From the competition floor, the field manager keeps in contact with the Pit, queuers and judging areas. This is a good role for an individual who can move and motivate while keeping eyes on scheduling, audio and visual, scoring, and work with the Emcee. You may wish to consider having the Event Coordinator or Technical Director fill this role on Tournament Day.

Your Field Manager will oversee:

- Teams entering and exiting the competition area
- Field Attendants (table resetters)
- Scorekeepers
- Score runners
- Emcee/Master of Ceremonies
- Timekeeper

Registration and Information

As teams arrive, coaches must check in at the registration table and sign in their team(s), as well as hand in, pick up, and fill out any paperwork (team information sheets, Consent & Release forms). Besides registering teams, recording payments and providing receipts, these volunteers provide teams with event information and schedules, give directions, advice, and answer questions as they arise. After registration, they can assume other roles.

Pit Crew

The volunteers in the pit manage the flow of information from the other areas and make sure to relay all changes/information to the teams.

Pit Runners

These 2 or 3 volunteers find teams who need to be somewhere, and send them to the queue area prior to the competition round or judging. (If you have teams from *FIRST* programs volunteering at or hosting this event, this is a great job for the team members.)

Head Queuer

The Head Queuer helps teams line up, or queue, prior to entering the competition area. Team queuing is the key to keep the event on time and on track. Making sure that the runners in the Pit are rounding up teams that are not in the queue, helps keep teams in order and ready to compete. This person or duo should be very aware of the schedule, and needs to be able to keep track of more than one thing at a time. You may want to appoint two volunteers in this role - one for the robot run area and one for the judging rooms.

Judge Assistants (also known as Judge Timers)

These people keep the tournament on schedule. They are responsible for making sure the teams get their time and then move on. They guard the door from people walking in, keep teams waiting from disturbing those in the judging rooms and they let the pit runners know when teams are missing in the queue. This role will probably be sitting most of the day.

Field Timer

Rounds go quickly, and making sure teams know when to start and end is critical. To help keep everyone on track, consider using loud horns to signal the start and end of each round. A stopwatch, timing clock, or some type of timing device is necessary. This person needs to communicate with the emcee so all the teams know how much time is left.

Playing Field Support

2 to 3 per competition table

Field support volunteers reset tables after each round, bring the referee's score sheet to the scorekeeper and lead teams to the tables. Having a few at each table will keep the competition running efficiently.

Team Queuers

Teams forfeit the match and receive a score of zero if they miss their competition time, unless they missed it because of delays in judging sessions or otherwise decided by the referees or field manager. The queuer's job is to move teams on and off the field smoothly. This is critical to a successful tournament. With two complete competition tables (two tables with two playing fields per table), two teams play simultaneously on one table while two more teams set up on the other table. Competition play alternates back and forth between the tables all day.

- The Pit Announcer calls the teams and a volunteer escort helps them proceed from the Pit to the queuing area.
- The Team Queuer remains at the perimeter of the competition playing area in the queuing area, a cordoned off area near the competition fields and positions the first four (4) teams on both competition tables fifteen (15) minutes prior to the start of the first round.
- Queues all other teams fifteen (15) minutes prior to their matches.
- Communicates with the Pit Announcer via radio, cell phone or walkie-talkie to call teams to the queuing area.
- Directs teams to the appropriate competition table when their loading time comes up. Directs teams out of the competition area when their matches are completed.

Traffic Control

2 to 4 volunteers

This volunteer is also critical to a safe, well-run event. They must keep areas open so teams move effortlessly from the Pit to the queue, the competition floor, and judging areas. Besides being a major role player in keeping the day on track, this person adheres to fire code requirements and keeps aisles clear and crowds behind the lines.

First Aid/medical personnel

1 to 2 volunteers

Some venues require medical personnel, usually an EMT, to be on site during the event. Even if your venue does not have this requirement it is best to have someone with First Aid Certification or an EMT to assist if a problem should arise. This person should have all the phone numbers and information for reaching emergency services, medical incident report forms, as well as a basic first aid kits for the simple band-aid request. First Aid/Medical Personnel should be located at an easily accessible location at the site and should be available at all times using a walkie-talkie, radio or cell phone.

Sponsor Representative *optional*

Corporate and business sponsors sometimes serve on the Tournament Committee.

Host Site Representative *optional*

An official from the tournament site sometimes serves on the Tournament Committee.

Tournament Photographer *optional*

This volunteer should have the basic skills of photography composition and be able to spend the day finding intimate team moments, the excitement of winning and losing during the competition, and the interaction between coach and team members. Capturing these moments is easier if a person is dedicated to preserving them one at a time using either a digital or film camera. Recommend that he or she include spectators in the shots as they can often lend a special touch while rooting for or comforting a tired, sad child. The photographer also has the honor of taking pictures of the dignitaries, winning teams, volunteers, judges, and referees. Poignant moments of the day are in the hands of this person.

During the delay between judging and awards, these pictures can be played on a projector to keep the audience involved.

Security

2 volunteers

If the rooms cannot be locked and the venue does not include security in its costs, you may wish to assign volunteers to oversee personal belongings and electronics in the Pit and Judging areas.

Floaters

4 volunteers

There are always a few roles left open. These volunteers have the advantage of experiencing a number of different roles during the day. Use them to fill in for volunteers who cannot stay the entire day or for those who need breaks. Floaters can be useful as messengers, problem solvers, and guides. They may also enjoy handing out pins, medals and trophies. They staff the practice field to help manage the flow of teams. They also might staff the food stands and they pick up the garbage and stuff.

Load-In/Load-Out

5 to 7 volunteers

Consider using the teams for this process and assign a cleanup role to each team ahead of time. This will distribute the work. If you can, recruit a group of volunteers to help set up the day before and clean up the day of the competition. A clean site after an event will help keep the site open for subsequent years.