

# Chapter 9

# Scheduling

*Recommended for:* Tournament Director

# Schedule Considerations

- **Length of Tournament Day**
  - Full day (Judging panels see 12 teams; practice round in morning)
  - Partial day - Five (5) hours or less (More judging panels that see fewer teams; practice round optional)
- **Number of Judging Lanes:** One (1) Lane = One (1) Robot Design, one (1) Project, one (1) Core Values Judging Panel
  - Recommend no more than 12 teams per Judging Lane
    - One (1) Judging Lane for 12 teams
    - Two (2) Judging Lanes for 13 - 24 teams
    - Three (3) Judging Lanes for 25 - 36 teams
    - Four (4) Judging Lanes for 37 - 48 teams
- **Number of Competition Tables:** One (1) Table = Two (2) competition fields screwed together – see Field Setup Instructions for details
  - Recommend two (2) competition tables for tournaments of 12 – 24 teams
  - Recommend three (3) competition tables for tournaments of 25 – 40 teams
  - Recommend four (4) competition tables for tournaments of 41 – 60 teams

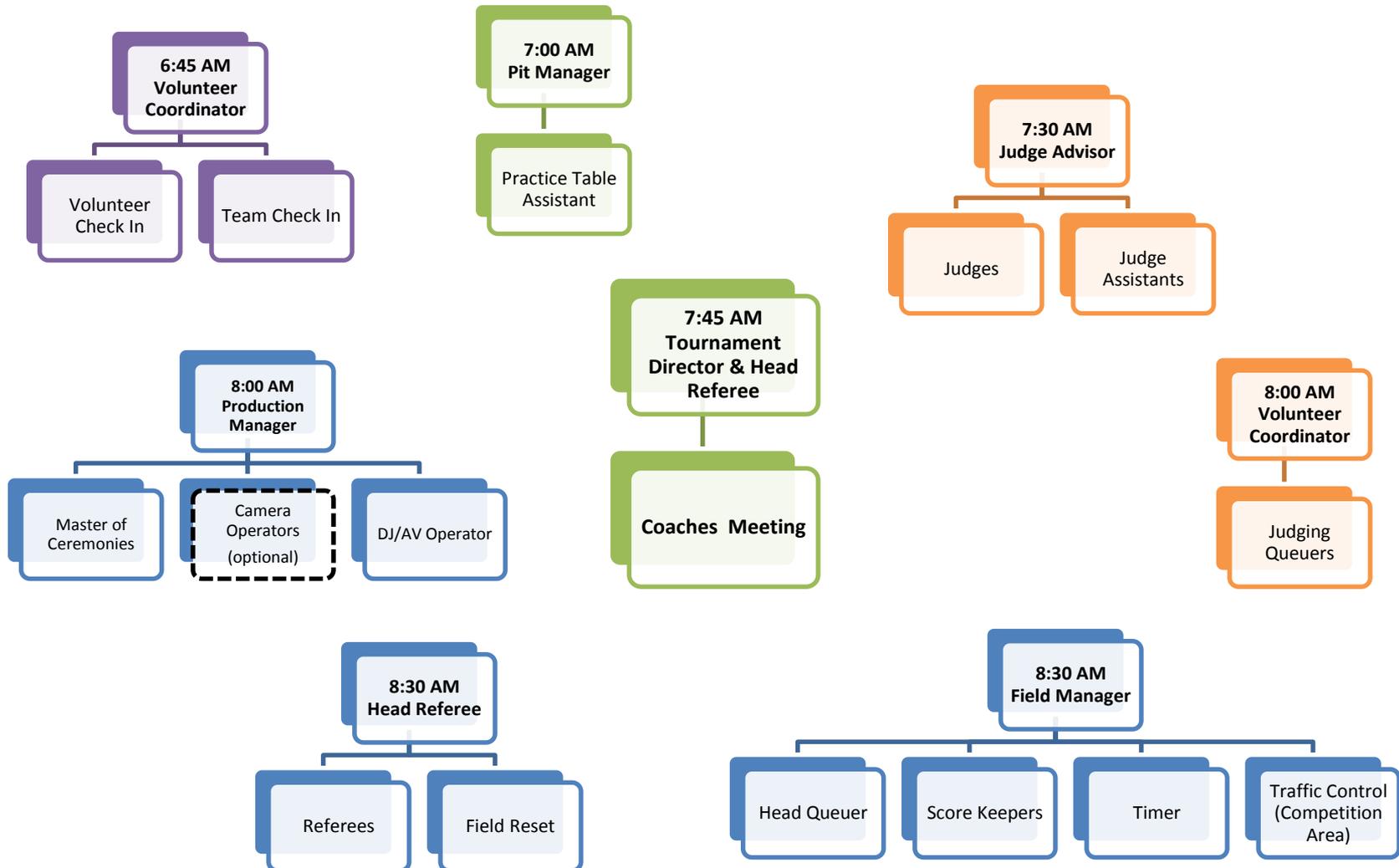
# Schedule – Flow of Day

Welcome, Check In, Training, Meetings	<ul style="list-style-type: none"> <li>Teams and Volunteers Check In</li> <li>Teams set up Pit and orient themselves</li> <li>Coach meeting (led by Tournament Director &amp; Head Referee); Judge meeting (led by Judge Advisor); Referee meeting (led by Head Referee); Pit area orientation (led by Pit Manager); Opening Ceremony rehearsal (led by Production Manager); Competition area orientation (led by Field Manager); General Volunteer orientation (led by Volunteer Coordinator)</li> </ul>
Morning	<ul style="list-style-type: none"> <li>Judging sessions</li> <li>Practice round</li> </ul>
Lunch	<ul style="list-style-type: none"> <li>Robot game staff – eat prior to the Opening Ceremony</li> <li>Judges conference over lunch</li> <li>Some schedules require teams and volunteers to eat as their schedule permits</li> </ul>
Opening Ceremony	<ul style="list-style-type: none"> <li>Team parade and introduction</li> <li>Acknowledge and thank sponsors, host site and volunteers</li> <li>Special guest speaker (optional)</li> <li>Competition overview (Game, judging, awards, advancements, etc.)</li> <li>National anthem (per local protocol)</li> </ul>
Afternoon	<ul style="list-style-type: none"> <li>Robot Game – rounds 1, 2 and 3</li> <li>Judges deliberate</li> <li>Judges make award decisions, determine advancements, write award scripts</li> <li>Volunteers tear down team judging rooms</li> </ul>
Awards Ceremony Preparation	<ul style="list-style-type: none"> <li>Competition area volunteers tear down space to prepare for awards ceremony</li> <li>Prepare award presentation area as needed (e.g. podium, stage awards, etc.)</li> <li>DJ/AV Operator plays dance music to keep the crowd busy and energized</li> <li>Teams clean up Pit</li> </ul>
Award & Closing Ceremony	<ul style="list-style-type: none"> <li>Team parade, team recognition, and “High Fives” from Judges &amp; Referees</li> <li>Recognition of sponsors, volunteers, host site, coaches, mentors, and parents</li> <li>Awards presentation</li> </ul>

Note: Tournament elements can be arranged differently. For instance, the Opening Ceremony can happen first thing in the morning. The schedule provided here is the one we chose to support for simplicity and user ease.

# Start of Day Launch

## Training and Orientation Times (6:45 – 8:30 AM)



# Sample Overall Schedule

1 Judging Lane (10 minute judged session + 5 minute break = 15 minute judging blocks)

2 Tournament (Full) Tables (2.5 minute robot match + 2.5 minute buffer = 5 minute robot game match blocks)

## Qualifier Timeline

**12 team**

Before the  
tournament

Set up

Doors open – finalize set up, check in volunteers arrive

6:30-7:00 am

Meetings - Coaches, Judges, Referees, Volunteers

7:00-8:30

Check In - Teams settle in the Pits

7:30-8:30

Judging Sessions

8:30-11:45

Practice Round

9:00-10:15

Lunch \*\*

11:00-1:00

Opening Ceremony

11:45–12:15

Robot Game – Official Rounds

12:30-2:10

Judge Deliberations

12:15-2:15

Awards/Closing Ceremony

2:30-3:00

\*\* Referees eat lunch before robot matches. Judges eat during a working lunch as they attend judge deliberations. Teams eat lunch to accommodate their individual robot game and judging schedules.

# Detailed Overview

12 Team Tournament

3. Overall Schedule

Time	Event/What/Who	Location	Comments
<b>TBD</b>	<b>Setup</b>	<b>Event Area</b>	<b>3 to 5 hours needed with 10 volunteers; day before event recommended</b>
6:30 AM	Key Volunteers Report	Designated Entrance	Tournament Director & committee leads; confirm setup & prep
6:30 AM	General Volunteer Breakfast	Volunteer Lounge	Coffee/donuts or breakfast available for general volunteers
6:45 AM	Check In Volunteers Report	Designated Entrance	Prep for Volunteer/Team Check In w/ Volunteer Coordinator
7:00 AM	Judges Report	Volunteer Check In	Judges check in & receive name badges, or other judge identification
7:00 AM	Judge Breakfast Begins	Judge Deliberation Room	Breakfast (Judges could bring breakfast from Volunteer Lounge)
7:00 AM	Pit Manager & Practice Table Assistant Report	Pits	Pit Manager to review practice table procedures w/ Practice Table Assistant
<b>7:30 AM</b>	<b>Team Check In &amp; Pits Open</b>	<b>Team Check In Area</b>	<b>Teams begin the Check In process and move into the Pit for load in</b>
7:30 AM	Judge Briefing	Judge Deliberation Room	Judge Advisor briefs Judges - judge pairings, schedule, deliverables, venue tour
7:45 AM	<b>Coach Meeting</b>	<b>Competition Area</b>	<b>Tournament Director (7:45) &amp; Head Referee (8:00) to lead meeting</b>
8:00 AM	Judging Queuers Report	Judge Deliberation Room	Volunteer Coordinator to review position duties with Judging Queuers
8:00 AM	Referees, Field Reset, Head Queuer Report	Competition Area	Field Manager to review position duties and competition flow
8:00 AM	Emcee, Camera Operators, AV Operator Report	Ceremonies Area	Production Manager to lead Ceremonies rehearsal
8:15 AM	Judges Report to Judging Rooms	Judging Rooms	Judging Queuers begin locating their first teams
<b>8:30 AM</b>	<b>All Judging Begins</b>	<b>Judging Rooms</b>	
8:30 AM	Referee Briefing	Competition Area	Head Referee to review game with Referees & Table Reset Volunteers
8:30 AM	Score Keeper and Timer Report	Competition Area	Field Manager to provide position orientation and training
<b>9:00 AM</b>	<b>Practice Round Begins</b>	<b>Competition Area</b>	<b>Robot Game volunteers begin practice rounds</b>
11:00 AM	Lunch for Robot Game Volunteers	Volunteer Lounge	
11:30 AM	Robot Game Volunteers Report	Competition Area	Prepare for Opening Ceremonies and start of official rounds
11:40 AM	Judging Ends	Judging Rooms	Begin tear down of judging rooms
<b>11:45 AM</b>	<b>Opening Ceremony</b>	<b>Ceremonies Area</b>	<b>Everyone Attend!</b>
12:30 PM	Working Lunch - All Judges	Judge Deliberation Room	Complete Rubric for each team; award nominations; room rankings
<b>12:30 PM</b>	<b>Official Rounds Begin</b>	<b>Competition Area</b>	<b>Robot Game volunteers begin official rounds</b>
1:00 PM	All Rubrics Complete	Judge Deliberation Room	All rubrics, award nominations, room rankings due to JA
1:00 PM	Judges Visit Teams - optional	Pits/Competition Area	Visit with teams in Pits or observe Round 2 of Robot Game - per JA direction
1:30 PM	Final Deliberations Begin	Judge Deliberation Room	<b>Final Deliberations &amp; Award Script Writing</b>
<b>2:10 PM</b>	<b>End of Robot Game</b>	<b>Competition Area</b>	<b>Teams clean Pits - load out</b>
2:10 PM	Tear down Competition Tables	Competition Area	Robot Game Volunteers
<b>2:25 PM</b>	<b>Award Script Due</b>	<b>Ceremonies Area</b>	<b>Script delivered to Master of Ceremonies and Tournament Director</b>
<b>2:30 PM</b>	<b>Parade of Teams &amp; "High Fives"</b>	<b>Ceremonies Area</b>	<b>Judges &amp; Referees Assist with "High Fives"/Recognition</b>
<b>2:35 PM</b>	<b>Closing Ceremony</b>	<b>Ceremonies Area</b>	<b>Awards: Robot Design, Robot Performance, Project, Core Values &amp; Champion's Award</b>
3:00 PM	End of Event	Tear down - All Areas	

# Other Schedules

## Team Schedule

12 Team Tournament

rLL Qualifying Tournament 1

1 Judging Lane; 2 Competition Sets

Pit #	FLL #	Team Name	P Judging	RD Judging	CV Judging	Practice Round		Round 1		Round 2		Round 3	
			Time	Time	Time	Time	Table	Time	Table	Time	Table	Time	Table
1	100	Excellent Educators	8:30 AM	8:45 AM	9:00 AM	10:00 AM	2A	12:30 PM	1A	1:05 PM	1B	1:45 PM	2A
2	201	Golden Gear Geaks	9:00 AM	8:30 AM	8:45 AM	10:00 AM	2B	12:30 PM	1B	1:10 PM	2B	1:40 PM	1A
3	302	Brain Chix	8:45 AM	9:00 AM	8:30 AM	10:05 AM	1A	12:35 PM	2A	1:05 PM	1A	1:40 PM	1B
4	403	Green Apples	9:15 AM	9:30 AM	9:45 AM	10:05 AM	1B	12:35 PM	2B	1:10 PM	2A	1:45 PM	2B
5	504	Bee Bots	9:45 AM	9:15 AM	9:30 AM	10:10 AM	2A	12:40 PM	1A	1:15 PM	1B	1:55 PM	2A
6	605	Tech Titans	9:30 AM	9:45 AM	9:15 AM	10:10 AM	2B	12:40 PM	1B	1:20 PM	2B	1:50 PM	1A
7	706	Brain Storm	10:15 AM	10:30 AM	10:45 AM	9:00 AM	1A	12:45 PM	2A	1:15 PM	1A	1:50 PM	1B
8	807	The Mad Hatters	10:45 AM	10:15 AM	10:30 AM	9:00 AM	1B	12:45 PM	2B	1:20 PM	2A	1:55 PM	2B
9	908	Alpha Girls	10:30 AM	10:45 AM	10:15 AM	9:05 AM	2A	12:50 PM	1A	1:25 PM	1B	2:05 PM	2A
10	1009	ImagiNeers	11:00 AM	11:15 AM	11:30 AM	9:05 AM	2B	12:50 PM	1B	1:30 PM	2B	2:00 PM	1A
11	1110	Cranium Crazies	11:30 AM	11:00 AM	11:15 AM	9:10 AM	1A	12:55 PM	2A	1:25 PM	1A	2:00 PM	1B
12	1211	Mutant Minds	11:15 AM	11:30 AM	11:00 AM	9:10 AM	1B	12:55 PM	2B	1:30 PM	2A	2:05 PM	2B

P: Project Judging  
RD: Robot Design Judging  
CV: Core Values Judging

1, 2: Competition Sets  
A, B: Competition Table Side

Same tournament information, organized and presented to support different audiences.

12 Team Tournament

7. Match Schedule

## Match Schedule

Practice Round								
Time	Pit #	FLL #	Team Name	Table	Pit #	FLL #	Team Name	Table
				1A	8	807	The Mad Hatters	1B
				2A	10	1009	ImagiNeers	2B
				1A	12	1211	Mutant Minds	1B
				2A	2	201	Golden Gear Geaks	2B
10:05 AM	3	302	Brain Chix	1A	4	403	Green Apples	1B
10:10 AM	5	504	Bee Bots	2A	6	605	Tech Titans	2B

Performance Schedule: Official Rounds

Round One								
Time	Pit #	FLL #	Team Name	Table	Pit #	FLL #	Team Name	Table
12:30 PM	1	100	Excellent Educators	1A	2	201	Golden Gear Geaks	1B
12:35 PM	3	302	Brain Chix	2A	4	403	Green Apples	2B
12:40 PM	5	504	Bee Bots	1A	6	605	Tech Titans	1B
12:45 PM	7	706	Brain Storm	2A	8	807	The Mad Hatters	2B
12:50 PM	9	908	Alpha Girls	1A	10	1009	ImagiNeers	1B
12:55 PM	11	1110	Cranium Crazies	2A	12	1211	Mutant Minds	2B

Round Two								
Time	Pit #	FLL #	Team Name	Table	Pit #	FLL #	Team Name	Table
1:05 PM	3	302	Brain Chix	1A	1	100	Excellent Educators	1B
1:10 PM	4	403	Green Apples	2A	2	201	Golden Gear Geaks	2B
1:15 PM	7	706	Brain Storm	1A	5	504	Bee Bots	1B
1:20 PM	8	807	The Mad Hatters	2A	6	605	Tech Titans	2B
1:25 PM	11	1110	Cranium Crazies	1A	9	908	Alpha Girls	1B
1:30 PM	12	1211	Mutant Minds	2A	10	1009	ImagiNeers	2B

Round Three								
Time	Pit #	FLL #	Team Name	Table	Pit #	FLL #	Team Name	Table
1:40 PM	2	201	Golden Gear Geaks	1A	3	302	Brain Chix	1B
1:45 PM	1	100	Excellent Educators	2A	4	403	Green Apples	2B
1:50 PM	6	605	Tech Titans	1A	7	706	Brain Storm	1B
1:55 PM	5	504	Bee Bots	2A	8	807	The Mad Hatters	2B
2:00 PM	10	1009	ImagiNeers	1A	11	1110	Cranium Crazies	1B
2:05 PM	9	908	Alpha Girls	2A	12	1211	Mutant Minds	2B

12 Team Tournament

6. Judging Assignments

Rm #: 101 Project Judging				Rm #: 202 Robot Design Judging			Rm #: 303 Core Values Judging		
Time	Pit #	FLL #	Team Name	Pit #	FLL #	Team Name	Pit #	FLL #	Team Name
8:30	1	100	Excellent Educators	2	201	Golden Gear Geaks	3	302	Brain Chix
8:45	3	302	Brain Chix	1	100	Excellent Educators	2	201	Golden Gear Geaks
9:00	2	201	Golden Gear Geaks	3	302	Brain Chix	1	100	Excellent Educators
9:15	4	403	Green Apples	5	504	Bee Bots	6	605	Tech Titans
9:30	6	605	Tech Titans	4	403	Green Apples	5	504	Bee Bots
9:45	5	504	Bee Bots	6	605	Tech Titans	4	403	Green Apples
10:00	Break			Break			Break		
10:15	7	706	Brain Storm	8	807	The Mad Hatters	9	908	Alpha Girls
10:30	9	908	Alpha Girls	7	706	Brain Storm	8	807	The Mad Hatters
10:45	8	807	The Mad Hatters	9	908	Alpha Girls	7	706	Brain Storm
11:00	10	1009	ImagiNeers	11	1110	Cranium Crazies	12	1211	Mutant Minds
11:15	12	1211	Mutant Minds	10	1009	ImagiNeers	11	1110	Cranium Crazies
11:30	11	1110	Cranium Crazies	12	1211	Mutant Minds	10	1009	ImagiNeers
Project Judges				Robot Design Judges			Core Values Judges		
Joe Project				Joe Robot			Joe Values		
Jane Project				Jane Robot			Jane Values		

Judge Advisor: Sam Wise

## Judging Schedule

# Organize the same tournament information in various ways...

- Consider the flow of your day
- Consider who needs what information

Schedule Type	Who needs it?
Detailed Overview Schedule	Tournament Director, Volunteer Coordinator, Field Manager, Pit Manager, Technical Advisor, other Key Volunteer and Tournament Committee Members
Schedule by Team	Teams, Media
Judging Schedule	Judges, Judging Queuers, Judge Assistants, Pit Manager
Match Schedule	Referees, Field Manager, Score Keeper, Emcee, Announcers, Head Queuer, Pit Runners, Timer, Spectators



More detailed information and support material can be found by visiting the [Chapter 9 Home Page on the FLL Partner Wiki](#).