



Application to Host a **FIRST® LEGO®** League Challenge Regional or National Championship in Australia

Regional qualifying events in Australia may be held as early as 11th October and as late as 14 days prior to the next level championship for your division. A national championship event may be held no earlier than 23rd November. The competition season begins 11th October and finishes in mid-December. The deadline for submitting/confirming event dates and venue is 8th March each year.

FIRST Australia provides:

- Volunteer Tee Shirts
- Trophies
- Competition Game Kits (*which remain the property of the host after the event*)
- Dashboard Registration Season Credit equivalent of 1 team registration and 1 field kit
- Training for key volunteers
- Access to digital event resources

FIRST Australia/Macquarie University **do not** provide any further funding nor a General Certificate of Liability. The host should consult with the venue or school management to ensure the event is covered by the host.

Costs

FIRST LEGO League events are designed to run on a **minimal budget**, and *FIRST* Australia does not provide funding above and beyond the registration credit per season (which is provided to help off-set any costs incurred by the host).

The main cost associated with hosting a regional (for the organiser) is providing lunch for volunteers only and an optional morning/afternoon tea. For most *FIRST* events, generally pizza or a subway lunch are affordable options (i.e Dominos, Pizza Hut & Subway).

Secondary costs would be minimal print materials and stationery supplies.

Additionally, the host/organizer will need purpose built competition tables (generally four total for competition plus one or two practice tables). The host can build these or alternatively, reach out to the local teams attending the event & ask to borrow tables on competition day. Hosts may also reach out to other regional hosts in their area to borrow tables.

In the Greater Sydney area, *FIRST* Australia tables will be loaned out on a first come, first served basis. Hosts are responsible for the transportation of the tables (pickup and return) from Macquarie University for this option.

Space/Venue

In terms of space, an organizing venue must have:

- Hall or gym (or similar venue) for the robot game & pits, opening ceremonies & awards
- Classrooms with AV - one room per judging session, one judging session for every 4 teams attending (i.e. 5 classrooms for a 20 team tournament)

The number of teams a host can accommodate is determined by:

- Space/Room Availability (at the venue/school)
- Number of Local Volunteers Available (i.e. 3 judges per pod, one pod for every 4 teams)
- Minimum # of teams to host a qualifying regional is 20
- Maximum # of teams for any qualifying event is 48

Volunteers

The host is responsible for recruiting all local volunteers for the event, including the Judge Advisor and Head Referee. The Judge Advisor and Head Referee may not be affiliated in ANY way to any teams participating in an event - including non-coach staff from the same school/organization of a competing team. *FIRST* Australia has a database of national volunteers & will perform regular volunteer recruitment drives for all event organizers. Ultimately, however, the responsibility of recruiting enough volunteers rests with the organizer. Hosts will be required to submit the details of their Judge Advisor and Head Referee by the end of August.

Further Information

FIRST Australia provides (online) all of the scoring, scheduling, templates for event management. Once an organization is confirmed as a host, tournament directors will be given access to a non-published web page – with timelines, announcements, documents and tools for hosts. Hosts should **only** download from this site and **NOT** the *FIRST* Inspires site as these documents are correct for our region.

FIRST HQ in Australia conducts virtual training sessions for event hosts each year. Training is compulsory for all Tournament Directors, Head Referees and Judge Advisors every season.

Please review the "[Challenge Tournament Manual](#)" from *FIRST* before proceeding with the event application process. Please reach out to Angie Melville, *FIRST* National Program co-ordinator: angela.melville@mq.edu.au with any questions regarding this application.

Application to Host: Australia

Organization Name: _____

Main Contact (First & Last Name): _____

Main Contact Mobile Number: _____

Main Contact Email: _____

Venue Name: _____

Venue Physical Address: _____

Suburb/City: _____ State/Territory: _____

Does your organization have any *FIRST* LEGO League Challenge Teams: **YES** **NO**

How many years has your organization been involved in *FIRST* LEGO League Challenge in either a volunteer capacity or team coaching? _____

If this application is accepted, is this organization willing to consider hosting an event annually? **YES** **NO**

Is there anything further you would like to add?

I have fully reviewed the “**Application to Host a *FIRST* LEGO League Challenge Regional or National Championship in Australia**” document. I understand the requirements for hosting a *FIRST* LEGO League qualifying competition (regional and national). On behalf of my organization, I agree to abide by the *FIRST*'s Core Values and Gracious Professionalism to ensure a fair and equitable event for all participants, and that I/we will abide by the rules and regulations for hosting a *FIRST* LEGO League event.

Signature: _____ Date: _____

Print Full Name: _____