



## DAY IN THE LIFE: FLL EVENTS (FOR NEW VOLUNTEERS)

### Key concepts

Gracious Professionalism, Coopertition, Have Fun, Be Safe. Your job as a volunteer is to inspire the students whilst keeping them safe. Please be encouraging at all times. Volunteering helps build the next generation of leaders and allows you to share your skills and experience with them; in return, they will amaze you with their ingenuity and spirit.

The aim of this document is to give you an idea of the general layout of an FLL event and where key questions should be directed.

### Who to ask and when

Judges report to the **Judge Advisor**.

If you don't know what you are doing, are feeling sick or need to leave for any reason, talk with the **Volunteer Coordinator**.

Overall, the **Tournament/Event Director** has ultimate responsibility for the event.

### Progress of a typical event

*Bump In:* The setup of the event ('Bump In') takes place prior to the tournament and involves putting together the FLL tables, judging rooms, team pits, signage and other vital elements for the event.

*Volunteer Registration:* Volunteers check in and are given their event T-shirt, then meet with their volunteer group to go over the plan for the day.

*Team Registration:* Teams check in at **Pit Administration**.

*Coaches Meeting:* Coaches are given the rundown of the schedule for the day, as well as any rules or judging clarifications.

*Opening Ceremony:* The **Emcee** introduces the tournament and generates excitement for the day.

*Robot Matches and Judging:* Robot Matches are played according to a set schedule under the supervision of **Referees** and field staff. Judging sessions are also run during this time (please see 'Judges' section for more details about what to expect as a **Judge**). **Queuers** are vital at this time as they ensure teams attend their scheduled matches and judging sessions on time and maintain the flow of the event.

*Closing and Awards Ceremony:* The day concludes with the **Event Director** and **Judges** handing out awards based on the criteria addressed in judging sessions throughout the day. Typically, the **Event Volunteers** will line up to high five the teams and students being recognised.

*Bump Out:* Teardown of the event begins after the conclusion of the Awards Ceremony. This can go quickly with lots of people involved.

## Progress of a typical event – Judges

*Judges Meeting:* The **Judge Advisor** will hold a meeting for the **Judges** at the beginning of the day to go through procedures, the rubric that judges will follow, and the key information to look out for in judging sessions.

*Judging Sessions:* Team judging sessions will take approximately 30 minutes per team and focus primarily on the areas of Core Values, Robot Design and Innovation Project. The typical flow of these sessions is as follows:

- *Team Welcome:* Introductory conversation as team sets up their materials (approx 2 mins)
- *Innovation Project:* Live presentation followed by Question and Answer (approx 10 mins)
- *Robot Design:* Explanation followed by Question and Answer (approx 10 mins)
- *Core Values:* Question and Answer (approx 3 mins)
- *Feedback:* **Judges** provide verbal feedback to the team (approx 5 mins)
- *Discussion:* Team will leave and the **Judges** will discuss the team and complete the rubrics (approx 10 mins)

*Deliberation:* After the lunch break, Judges will discuss and nominate teams for awards. The rubrics are compared and award winners are selected. The typical awards are as follows: Champion’s Award; Core Values Award; Innovation Project Award; Robot Design Award; Robot Performance Award; Coach/Mentor Award; Engineering Excellence Award (optional); Breakthrough Award (optional); Rising All-Star Award (optional); Motivate Award (optional).

*Closing and Awards Ceremony:* The day concludes with the **Event Director** and **Judges** handing out awards based on the criteria addressed in judging sessions throughout the day. Typically, the **Event Volunteers** will line up to high five the teams and students being recognised.

## Sample event schedule

The following schedule is an approximation of the schedule for FLL events.

Day 1	
7:30 AM	Volunteer Registration
8:00 AM	Team Registration
8:30 AM	Mandatory Coaches Meeting
9:30 AM	Opening Ceremony
10:00 AM – 1:00 PM	Robot Matches and Judging Commence
1:00 PM – 2:00 PM	Lunch
2:00 PM – 4:30 PM	Robot Matches Resume
4:30 PM	Closing and Awards Ceremony
5:00 PM	Pits Close