



Oregon Robotics Tournament  
& Outreach Program

## Oregon Robotics Tournament and Outreach Program

presents

### Intel Oregon **FIRST**® LEGO® League 2017 Qualifying Tournament

December 2, 9 and 10, 2017  
Intel Jones Farm Conference Center  
2111 NE 25<sup>th</sup> Ave, Hillsboro, 97124



#### Dear **FIRST** LEGO League Robotics Coach:

This letter and posted documents are intended to help prepare you and your team for our upcoming qualifying tournament. Our goal is to provide useful information to make the Qualifying Tournament day run smoothly. Everyone's cooperation is necessary to make this event a success.

- Intel Jones Farm Conference Center is holding 3 at this location during the beginning of December. Please consult the tournament assignment roster for your team's assigned event day.

<b>READING AND SHARING THIS LETTER</b>	<ul style="list-style-type: none"> <li>• Please read all the information in this packet thoroughly yourself, and read pertinent parts aloud to your team.</li> <li>• <b>Veteran Coaches</b> – You are encouraged to review the QT letter and look for <b>NEW!!</b> And <b>IMPORTANT!!!</b> To bring your attention to procedure or policy changes.</li> <li>• <b>Veteran Coaches who attended a different venue:</b> Tournament Logistics vary. Review for location and procedure changes.</li> <li>• <b>Rookie Coaches</b> – We strongly suggest that you review this letter in its entirety.</li> <li>• Pass on necessary information to parents and guardians, as indicated throughout these documents.</li> <li>• Contact me, your Qualifying Tournament Director, with any questions.</li> </ul>
<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>• Communications from the qualifying tournament director, will be by email <a href="https://ortop.org/fll/fll-team-resources/intel-jones-farm-intel-oregon-first-lego-league-tournament/">https://ortop.org/fll/fll-team-resources/intel-jones-farm-intel-oregon-first-lego-league-tournament/</a></li> <li>• Please check your email and the QT Webpage regularly and respond promptly if requested.</li> <li>• If you are not receiving email announcements from ORTOP or me please call Loridee Wetzel at 503-486-7622 with a correct email address or check your junk or spam filter.</li> </ul>
<b>TEAM INTRODUCTION PAGE- ORTOP VERSION</b>	<ul style="list-style-type: none"> <li>• Separate copies of the Robot Design Judging, Project Judging, and Core Values Judging.</li> <li>• Please complete each form and bring them to the tournament to give to the designated Judging Panel.</li> <li>• Forms are online on the Qualifying Tournament webpage for our venue.</li> <li>• This Team Introduction Page should be used instead of the one found on the national <b>FIRST</b> LEGO League website.</li> </ul>
<b>IMPORTANT!!!</b>	<ul style="list-style-type: none"> <li>• <b>FIRST</b> LEGO League Core Values is an extremely important part of the <b>FIRST</b> LEGO</li> </ul>



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<b>FIRST LEGO LEAGUE CORE VALUES OBSERVATIONS DOCUMENT</b>	<p>League experience.</p> <ul style="list-style-type: none"> <li>We strongly encourage coaches and mentors to make <i>FIRST</i> LEGO League Core Values a cornerstone of your season: at team meetings, community events, and tournaments.</li> <li>The attached <i>FIRST</i> LEGO League Core Values Observations document includes the <i>FIRST</i> LEGO League Core Values, purpose, team observations, no-touch rule, verbal directives, and results.</li> <li>Coaches, mentors, other adults assisting the team and team members need to be aware and understand this policy.</li> <li>This document is also available online on our Qualifying Tournament page.</li> <li>Note that “you or we” in the <i>FIRST</i> LEGO League game documents is defined as “the kids” (team members).</li> <li><b>Remember that adult and team member behavior can positively and negatively impact award determination.</b></li> </ul>
<b>YOUTH PROTECTION</b>	<ul style="list-style-type: none"> <li>All team members must be accompanied by an adult at all times during the event including the restrooms.</li> <li>All teams must have at least <b>2 adult chaperones at all times</b></li> <li>Teams of 7 – 10 team members are recommended to have 3 adult chaperones.</li> <li>Each team may have no more than three adult chaperones.</li> <li><u>The Coach cannot count himself/herself as a supervising adult for more than one team.</u> Each team needs sufficient adult supervision at <b>all times</b>.</li> <li>All team members and adult chaperones must wear provided nametags and wristbands at all times.</li> <li>Look around and establish exits from your activity areas.</li> <li><b>Remember this is a public event. Please exercise common sense best practices to keep your team members safe.</b></li> </ul>
<b>IMPORTANT!!!</b> <b>Team Roster for Intel Security</b>	<ul style="list-style-type: none"> <li>Each coach should send the Tournament Director a PDF of their team’s STIMS roster for Intel Security. Please log into <a href="http://www.firstinspires.org">www.firstinspires.org</a> and print this to PDF from your dashboard. This will speed up your check-in process the morning of the tournament.</li> <li>Please send these by Friday, December 1<sup>st</sup>, 2017.</li> </ul>
<b>NEW!!!</b> <b>FIRST LEGO League Team Member and Coach Survey Packets</b>	<ul style="list-style-type: none"> <li>Some tournaments will have survey packets that will be given to each team when they check in. These packets will be turned back in to the tournament staff during the period of time just before the closing ceremony.</li> <li>ORTOP has contracted with Evaluation into Action to gather feedback from students. The purpose of the survey is to understand what students like, didn’t</li> </ul>



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like, and overall impact. We are also gathering demographics to understand who we are serving.

We will need your help to successfully administer these surveys at the tournament. Student feedback and participation is important to us. You play an important role to ensure we are gathering reliable data with which we can make program decisions.

As a coach, we will provide you with paper survey forms for your team. At some point during the tournament, we will ask you to have your students fill out the surveys. Surveys should be anonymous; so please make sure your students don't write their names on the form. Some students or parents may ask you to opt out of certain questions or the entire survey; this is totally fine. After your team members complete the surveys, we will ask you to collect them and return them to us. More specific instructions/recommendations for how to make this go as smooth as possible will be provided with the surveys at the tournament.



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SCHEDULE OF THE DAY			
TIME	ACTIVITY	LOCATION	COMMENTS
	PARKING		Parking is in front of Intel Jones Farm Conference Center. Please respect rules on posted signage.
<b>8:00 am – 8:30 am</b>	Team Check-in	JFCC Main Lobby	<ul style="list-style-type: none"> <li><b>IMPORTANT!!</b> - Bring a printout of your Team Roster AND, if needed, signed <i>FIRST</i> Consent and Release forms for ALL team members, coaches, mentors, and any additional chaperones.</li> <li>Review your Team Profile Sheet at Check-in. This is provided upon your arrival not ahead of time.</li> <li>Pick up Team Check-in Packet with Team Member Nametags (max 10) and Adult Chaperone Nametags (max 3), and may include team surveys. <b>NEW!!!</b></li> </ul>
8:00 am - 3:00 pm	PIT AREA	JFCC Room 117	<p>PIT Administration Table will be staffed by volunteers to assist you.</p> <p>Get settled in the Pit. This is a place for your belongings for the day. You will be provided a table and a power strip. Teams can set up poster boards, laptops, robot gear. Please refrain from passing out candy or other food items to other teams</p> <p>Teams ARE permitted to eat and drink in the pit. Please eat lunches and snacks in the pit or the JFCC auditorium.</p>
8:00 am - 2:00 pm	Practice Tables	JFCC Training Room E	<p>Two Practice Tables are provided for the event. Rules for use of practice tables will be available at the Practice Table sign-up desk.</p> <p><b>Do not bring your own Mat and Mission models.</b></p>
<b>8:35 -8:55am</b>	Coaches' Meeting	JFCC Training Room D	<p>In this meeting, we'll review the flow of the day and the tournament rules, and answer your last-minute questions. Your team mentor/asst. coach will be responsible for leading your team from the Pit area to the opening ceremonies. The Coaches' Meeting will be over in time to allow you to rejoin your team for the opening ceremonies.</p>
8:45 am			All teams leave pit for opening ceremony



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9:00 am	Opening Ceremonies	JFCC Auditorium	We'll welcome the teams, thank sponsors, and make a few short announcements.
9:30 am	Competition Begins!		Team goes back to Pit area to practice or make adjustments to robot or presentations, or watches other teams in the Performance competition or proceeds to Judging sessions.
<b>YOUR TEAM'S DETAILED COMPETITION SCHEDULE</b>			<b>Look in your Team Check-in Packet for your Individual detailed Team Schedule of Activities. We also try to email the schedule on the Friday prior to your tournament date.</b>
	JUDGING CHECKIN	Outside Each Judging Room	Check in at the Judge Check-in Desk for each Judging Session so that we know your team has arrived. There will be a judge door assistant standing outside of the rooms to escort the team in and out.  Please arrive TEN minutes early for your Judging Session.
Consult your detailed schedule	Robot Design Judging*	JFCC Training Room C	10 minutes – Bring Robot Design Team Introduction page, robot, all attachments and printout of <u>all</u> of the team's programming. Team can start with a 1 minute Robot Summary followed by questions or start with the Judges asking questions.  Up to 2 coaches or mentors are allowed into the room.
Consult your detailed schedule	Project Judging*	JFCC Room 120	10 minutes – Bring Project Team Introduction page, project props (if any). Team has 5-minutes to make Project Presentation including any set-up time followed by 5-minutes of questions by the judging panel.  Up to 2 coaches/mentors plus family members and special guests like teachers or principals are allowed to watch the Project Presentation. Please tell them to assemble and check in 10 minutes before the session begins. They must enter and exit through specified door. No late comers will be admitted. Spectators need to remain quiet during this session.
Consult your detailed schedule	Core Values Judging*	JFCC Training Room D	10 minutes – Bring Core Values Team Introduction Page. Team will participate in a surprise teamwork activity followed by questions from the judges.  <i>Teams may bring a Core Values Poster to this Session if they wish.</i>  Up to 2 coaches or mentors allowed in room.



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Consult your detailed schedule  Team competes 3 separate times at the competition table.	Hydro Dynamics Robot Game  Table Competition**	JFCC Auditorium	Your team should be in their Pit room at their assigned table 10 minutes before each scheduled Performance competition round.  A Pit Volunteer will escort your team from the room to the gym.  When you arrive in the competition area a volunteer will direct your team to the proper table for that match.  Your team will compete <b>THREE</b> separate times during the day.
<b>11:30-1:00pm</b>	LUNCH	Pit Area (JFCC Room 117) or JFCC Auditorium	There is no public food service on site. There are several choices in the neighborhood. Please plan ahead.
<b>2:45pm</b>	Competition ends		Your team can move its belongings to vehicles prior to the awards ceremony. Please clean up your area and throw any trash or properly recycle.
<b>3:00pm</b>	Pre-Awards Activities and Awards Ceremony	JFCC Auditorium	A few teams may be invited to present their project from stage. This selection does not indicate awards. It is meant to be a fun way for teams to share their project.  Teams will be awarded participation pins and award trophies and Advancement to Championship Event Invitations. Consult the ORTOP QT webpage for Award details.
<b>3:00pm</b>	<b>NEW!!!</b> Turn in Team Surveys	PIT ADMIN (JFCC Room 117)	If your team received team surveys at check-in please turn them in before the Pre-Awards Activities and Awards Ceremony to the Pit Admin. Please remember that no names should be included on the survey forms.
<b>5:00pm</b>	Adjournment		Make sure you have all of your belongings with you Drive home safely.
THIS SCHEDULE IS SUBJECT TO CHANGE.CHECK TOURNAMENT PROGRAM AND LISTEN FOR UPDATES THROUGHOUT THE DAY.			

**\*[DETAILED INFORMATION ABOUT JUDGING](#)** – Please consult the ORTOP Qualifying Tournament page for detailed instructions about Judging Sessions.



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**\*\*[DETAILED INFORMATION ABOUT Robot Game- Table Competition](#)** – Please consult the ORTOP Qualifying Tournament page for detailed instructions about the Robot Game and Table Competition.

ACCESS TO THE TOURNAMENT	
<b>Human Guest Policy</b>	Parents, family members, and guests are permitted in JFCC Main Lobby, JFCC Auditorium, and Project Judging Room to observe project presentations. Parents, family members, and guests are restricted from entering the Pit Area and other JFCC rooms.
<b>Extra Children</b>	If you have youngsters who are not members of your team and want to attend the tournament, you should have them accompanied by an adult who is attending but not part of your team. Non-team members will not be issued ID nametags. They will not be allowed into restricted areas.
<b>Coaches with Multiple Teams</b>	If you have more than one team at this tournament, it's important that you bring an adequate number of adults with you to supervise your teams. <u>The Coach cannot count himself/herself as a supervising adult for more than one team.</u> One coach can coach more than one team but each team must have the required number of dedicated <u>supervising adults</u> . We will try to place your teams' Pit tables in close proximity to one another but there are no guarantees. Remember too that your teams will be competing at different times in different places. You should designate someone as coach for each team and you should act as an overseer for all of your teams.
<b>OTHER ITEMS</b>	



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<b>Water Policy</b>	<p><b>NEW!!!</b></p> <p>As described in the <i>FIRST</i> Update 6 on October 24, 2017. Teams will not be permitted to bring water or other fluids into the <i>FIRST</i> LEGO League Project Judging rooms. If your team has been testing their prototype and would like to share it in the judging room, please drain it as best as they are able. The goal is for the water to not cause problems with the venue or in the judging room if the prototype were to fall or be tipped. This ruling by <i>FIRST</i> overrules any other clause that allows sealed fluids in the judging rooms.</p>
<b>Map</b>	<p><a href="#">Google Map link to Intel Jones Farm Conference Center</a> AND <b>Google Map link is provided on our Qualifying Tournament Page</b></p>
<b>Tournament Volunteers</b>	<p>You will be able to recognize Tournament Volunteers; they will be wearing Intel Involved blue shirts. Feel free to ask volunteers for help or information. They are there to make the tournament run smoothly and to help you throughout the day.</p>
<b>Volunteer Need</b>	<p>We need each team to encourage adults to be volunteers on the day of the tournament. They will assist in queuing, monitoring the Pit Area, or general Security on tournament day. If you haven't yet done so, please have parent volunteers sign-up at <a href="http://www.firstinspires.org">www.firstinspires.org</a> <b>no later than one week prior to the tournament</b>. The parents will be contacted by our Qualifying Tournament Volunteer Coordinator. Parents cannot serve as judges or referees.</p> <p>We can assure you that all parent volunteers will be able to see their child compete in the table competition.</p>
<b>Fun Stuff</b>	<p>We're going to have a great time. There will be an opening ceremony plus Pre-Award activities while the judges are making their final decisions. Your team should consider wearing something fun to identify your team members, i.e. hats, T-Shirts, stickers. Some teams wear things related to the HYDRO DYNAMICS theme. What can your team wear/share that shouts their team name or the theme of the event? ORTOP encourages participants to talk and share their experience of the past 9 weeks. This is a great opportunity to meet new friends, share stories, and learn from each other. This is an educational, friendly competition. <i>FIRST</i> LEGO League <i>Core Value - We honor the spirit of friendly competition.</i></p>

Sincerely,

Aaryn Curl

Tournament Director

Intel Oregon *FIRST* LEGO League 2017 Qualifying Tournament at Intel Jones Farm Campus

[aaryncurl@gmail.com](mailto:aaryncurl@gmail.com)

503.490.4838