FLL Tournament Running Overview

In This Document

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1. Abstract

This proposal summarizes what would be required for an FRC team or similar organization to run an FLL Qualifying or Championship tournament. This is a single day event and would use a gym, about 4 - 5 classrooms, and possibly some other miscellaneous spaces. It is possible to organize this type of event in other spaces as long as the space meets all requirements. The event would receive funding from attending teams and may possibly receive sponsors or donations to help cover all necessary costs. The host organization would work closely with their FLL regional partner in order to meet all tournament requirements. Regional partners can be found using [this](https://www.firstinspires.org/find-local-support)[1] link. Although at least one adult is required to act as the **Tournament Director** (see section 5), the majority of the execution of the event can be done by high school students. A detailed summary of what is required in order to run a successful event is outlined below.

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[1] https://www.firstinspires.org/find-local-support

2. Venue/Resources

All recommended space requirements are for FLL Qualifying Tournaments. Please talk with your local FLL regional partner on space requirements for FLL Championship Tournaments.

- Competition Area
  - At least 1 gym or equivalent space is needed in order to run/host any sort of FLL event.
  - **Recommended space of at least 50' wide by 30' deep.**
  - *Teams are strongly recommended to use a gym with bleacher seating.*
- Pit Area
  - Can share the same space as the Competition Area.
  - **Recommended space of at least 672 square feet.**
  - Can be split into separate spaces.
- Judging Areas
  - At least 4 rooms are needed in order to run/host a successful FLL Qualifier
  - These rooms are commonly classrooms, but could be conference rooms or other similarly sized spaces
  - Required rooms:
    - **Project Judging Room:** This classroom is where teams will present their project to judges. It needs room for a presentation board (typically a tri-fold) and possibly a skit.
    - **Design Judging Room:** This classroom is where teams will present and showcase their robot and code to judges. It needs space for one full sized FLL Robot Game Board.
    - **Core Values Judging Room:** This classroom is where teams will be judged on their "Core Values." The only space requirement is there needs to be room for a table.
    - **Judge Deliberation Room** - This classroom is where judges can rest, relax, and talk about possible candidates for awards. There are no space requirements for this classroom. This could be one of the Judging Rooms if required.
    - **Volunteer Rest Room [Optional]:** This classroom is where volunteers can rest and hangout during their shift. Additionally, this is where any food will be stored.
    - **Indoor Eating Area For Teams:** This does not need to be a classroom. If there is rain on the day of the event, teams need a

place indoors where they are allowed to eat. If food is allowed in the gyms, this requirement is already taken care of.
  ○ Running/hosting an FLL Championship would require 15 - 20 Judging rooms and possibly additional rooms for miscellaneous tasks.
- Cafeteria
  ○ It is not strictly necessary to provide a cafeteria, however it is highly recommended.
    ■ Running/hosting a championship tournament would require a cafeteria or similar room.
- Parking
  ○ Adequate parking is required to run/host an FLL Tournament.
  ○ In addition to parking for teams, parking is required for volunteers and any members of the general public who would attend the event.
  ○ *Using street parking in residential neighborhoods is strongly discouraged.*
- FLL Challenge Kits
  ○ Some regional partners require *new* robot game kits to be purchased for qualifying tournaments.
    ■ Please talk to your regional partner about this as it varies from region to region.
  ○ A qualifying tournament would preferably have 4 robot game kits / 2 tables.
  ○ A championship tournament would have 6 robot game kits / 3 tables.
- Food
  ○ Volunteers need to be able to have food available to them during the event.
  ○ This includes Lunch, snacks, and drinks.
- FLL Signage / Banners
  ○ It may be a good idea to invest in FLL signage and banners that are not year specific. These resources can be used for many years.
- Volunteer Shirts [Optional]
  ○ If there is extra money in the budget, it is nice to provide volunteers with a shirt to distinguish them and give them a little gift for volunteering.

3. Budget

THE BUDGET IS DESIGNED TO "BREAK EVEN" WITH INCOME FROM TEAM FEES IN A 16 TEAM TOURNAMENT. INCOME AND EXPENSES MAY CHANGE DEPENDING ON THE SIZE OF THE TOURNAMENT.

Income	+ $1360	Team Fees: [16 Teams * $85 Each] Additional funds may be raised through local sponsors. Please check with your regional partner as there may be some restrictions on sponsorships.
Estimated Expenses	- $150	Team Awards: Pins & Trophies Talk with your regional partner as they may order these awards for you.
	- $175	Field Challenge Kits (see section 2)
	- $300	Volunteer Food & Recognition: [Can Be Donated]
	- $235	Tournament Supplies / Copies: [Can Be Donated]
	- $500	Site Use / Custodial Needs: [Varies By Site]
Optional Expenses	- $320	Volunteer Shirts: Year Specific Shirts [40 * $8]
	- $300	FLL Signage / Banners: [Not Year Specific]
	-$0	Insurance Certificate - May or may not be needed [Takes ~4 Weeks To Receive From *FIRST*]
Possible Profit	+$???	Possible Concession Sales [Funding Not Used For Tournament]

*If there is no site fee and/or the tournament receives donations, the budget may be spent on Volunteer Shirts and/or FLL Signage/Banners. Check with your regional partner as there may be restrictions on what the budget may be used for.

4. Timeline

This is a rough timeline of the steps that need to take place in a given year to prepare for a tournament

January - April	● Connect with your regional partner in order to sign up to run/host a tournament. At this point, the hosting organization and the regional partner would decide together on what type of tournament will be run/hosted.
April - July	● Create Tournament Planning Committee (see section 5) ● Being plans for the tournament
July - August	● Finalize most plans for the tournament ● Book venue ● Begin collecting supplies/materials
September - November	● Receive roster of attending teams ● Communicate with teams about the event ● Finalize all plans for the tournament ● Collect all necessary materials
November - December	● Run/host tournament

5. Volunteers

All starred [*] volunteer roles are required for a tournament to be successful
All red roles are required to be an adult while blue roles may be filled by a mature high schooler

- Tournament Planning Committee
    - (1) Tournament Director [*]
        - Every tournament must have at least 1 overall Tournament Director. This volunteer *must* be an adult that is screened by *FIRST*.
    - (1) Event Manager
        - The Event Manager is a volunteer that helps co-run the tournament, working in tandem with the Tournament Director. This role is not required for a tournament to run successfully, however it may be filled with a responsible high schooler.
    - (1) Volunteer Coordinator [*]
        - All tournaments would not be possible without volunteers - and the Volunteer Coordinator is responsible for assigning volunteers roles in the tournament.
    - (1) Judge Advisor [*]
        - The Judge Advisor is responsible for managing the judges and the judging process. Check with your regional partner as they may have a list of possible candidates.
    - (1) Head Referee [*]
        - The Head Referee is responsible for managing the referees and the robot game. Again, check with your regional partner.
    - (1+) Volunteer Recruiter
        - The Volunteer Recruiter is the point person(s) in charge of recruiting volunteers. This includes volunteers from the local community (FLL Judge and Referees) and possible high schoolers. This volunteer is not needed on the day of the event.
    - (1-2) Food Coordinator
        - The Food Coordinator(s) is/are responsible for managing food/beverages for volunteers and for attending teams.
    - (1) Facility Coordinator
        - The Facility Coordinator is responsible for communicating with site administration and janitorial services. This is strongly recommended to be an adult.
    - (1) Team Coordinator

- - - ■ The Team Coordinator is responsible for communicating with attending teams about the event, pit rules, team check-in, and any accommodations of special needs that may arise. This volunteer is not needed on the day of the event.
    - ○ (1+) Publicity/Social Media Manager
      - ■ The Publicity/Social Media Manager(s) is/are responsible for reaching out to the media and coordinating media presence at the event. Additionally, if the event has a website, this person is responsible for managing the website. This volunteer is not needed on the day of the event.
    - ○ (1) A/V Coordinator
      - ■ The A/V Coordinator is responsible for managing plans for music, audio, visual, lighting, and computer needs.
    - ○ (1) Materials Coordinator
      - ■ The Materials Coordinator is responsible for managing signage, printing/copying, supplies, and program books. This volunteer is not needed on the day of the event.
    - ○ (1+) Production Coordinator
      - ■ The Production Coordinator(s) is/are responsible for arranging speakers, demos, the opening/closing ceremony, and possibly coordinate live streaming. This person also helps support social media efforts.
    - ○ (1+) Sponsorship Recruiter
      - ■ The Sponsorship Recruiter(s) is/are responsible for reaching out into the local community for event sponsors. This person may need to coordinate with your regional partner as there may be restrictions on this aspect. This role is not required/necessary and will only be implemented if the tournament decides to pursue sponsorships, which again, are not necessary. This volunteer is not needed on the day of the event.
- General Volunteers
  - ○ (3) Project Judges [*]
    - ■ The Project Judges are responsible for judging attending teams' projects. Teams will have a set time slot to appear before the judges and will present their project at that time.
  - ○ (3) Design Judges [*]
    - ■ The Design Judges are responsible for judging attending teams' robot design and programming. Teams will have a set time slot

to appear before the judges and will present their project at that time.

- ○ (3) Core Values Judges [*]
    - ■ The Core Values Judges are responsible for judging attending teams' "Core Values." Teams will have a set time slot to appear before the judges and will be tasked with completing certain tasks as a team at that time.
- ○ (2-3) Referees [*]
    - ■ The Referees are responsible for the Robot Game part of the competition. They fill out a score sheet for each team and make sure the rules are followed during the game.
- ○ (2) Robot Inspection [*]
    - ■ Volunteers responsible for Robot Inspection are in charge of inspecting robots before they compete. Robots must conform to the FLL guidelines or they will not be allowed to compete.
- ○ (1) Scorekeeper [*]
    - ■ The Scorekeeper is responsible for inputting match scores into an electronic system.
- ○ (1) Timekeeper [*]
    - ■ The Timekeeper is responsible for timing robot matches and giving time warnings to teams when their time is running low.
- ○ (1-2) Team Check-In [*]
    - ■ Volunteers responsible for Team Check-In are in charge of getting teams oriented at the beginning of the event.
- ○ (1-2) Volunteer Check-In [*]
    - ■ Volunteers responsible for Volunteer Check-In are in charge of getting volunteers oriented at the beginning of the event.
- ○ (1-2) Emcee & Play-By-Play Announcer [*]
    - ■ The Emcee is the master of ceremonies and is responsible for announcing/introducing teams to the crowd. The Play-By-Play Announcer is responsible for narrating the action as it happens during a match. These roles can be filled by a single volunteer, or can be split into two seperate people.
- ● Optional Volunteers
    - ○ (4-6) Set Up Help
        - ■ These volunteers come the night before or the morning of the event and help set up the venue.
    - ○ (4-6) Clean Up Help

- These volunteers come at the end of the event and help clean up the venue.
- ○ (1-2) A/V & Music Support [Can Be A/V Coordinator]
    - These volunteers help with A/V and Music. They may be the "DJ" and play appropriate music throughout the day.
- ○ (1-3) Judging Aide(s) - Time Monitor(s)
    - These volunteers help the judges and/or monitor time in the judging area. They bring teams to the right room and knock on the door at set time intervals so judges know how much time they have left in their judging session.
- ○ (1-2) Table Reset
    - These volunteers reset the game table after each match.
- ○ (1) Score Runner
    - This volunteer brings score sheets from the referees to the scorekeeper for input.
- ○ (1) Floor Manager
    - This volunteer floats around the floor and makes sure everyone is following house rules.
- ○ (1-2) Food Helper / Concessions
    - These volunteers help with food and manage a concession stand if the hosting organization chooses to sell concessions.
- ○ (1) Team Queuer
    - This volunteer reminds teams to que for their next match a set interval of time before their match starts.
- ○ (1-2) Photographer / Media Support
    - These volunteers take photos of the event and help with media.
- ○ (1-2) Pit Manager / Crew
    - These volunteers manage the pit area and make sure house rules are being followed. These volunteers are especially important if the pits are in a separate room.
- ○ (1-2) Welcome / Information Desk
    - These volunteers man a welcome / information desk and answer any questions people may have.