



**FIRST
LEGO
LEAGUE**

CHALLENGE

FIRST Australia Tournament Planning Timeline

August: Season Release

- ☐ Make first contact with all teams and coaches registered to your event.
- ☐ Submit your lead volunteers (Head Referee and Judge Advisor) through the form sent out by *FIRST* Australia.
- ☐ Start volunteer recruitment.

September: 6 weeks out

- ☐ Download, amend where necessary and email day overview schedule to teams (available from the [Tournament Director page](#) of the *FIRST* Australia website).
- ☐ Complete risk assessment and email to all teams (template available on [Tournament Director page](#)).

September-October: 3 weeks out

- ☐ Update teams with any venue information: e.g. parking, food options, venue map, accessibility, AV options.
- ☐ Email a copy of the [FIRST Australia Consent and Release](#) form to all teams and volunteers- each team member, coach and volunteer must submit one.
- ☐ Assign volunteer roles on the [FIRST Australia Dashboard](#).
- ☐ Organise preliminary volunteer judge lane pairings (preferably with at least one experienced judge per room).
- ☐ Organise catering for volunteer meals.
- ☐ Continue volunteer recruitment.
- ☐ Ensure Head Referee and Judge Advisor have attended and completed required training.

October-November: 2 weeks out

- ☐ Build Robot Game field sets.
- ☐ Build trophies.
- ☐ Confirm volunteer dietary requirements for meals.

- ☐ Download the opening and closing PowerPoint Presentation (available on the [Tournament Director page](#)).
- ☐ Set up access to the official scoring system.
- ☐ Upload documentation for paperless events (more information to come soon).

October-November: 1 week out

*In an attempt to work towards sustainable environmental practices, we are encouraging all events to go paperless or as paperless as possible. To assist with this, we have made judging and robot game scoring available online on the [FIRST Australia Dashboard](#) as well as developed a system for use by teams at your event (more information to come soon). Therefore, any item below marked with * can be completed in an online format and doesn't require printing.*

- ☐ Complete FLL Scheduler for your event and download + print * or upload to Drive (more information to come soon).
- ☐ Print award certificates on cardstock. **You do not need to print every page of the document, only the awards necessary for your event** (please refer to the email with the subject line 'TD Update: Award Allocation and Nationals Advancements' for this list).
- ☐ **Judging Rubrics:** either print 6 sets per judge lane (allows for spares) * or access online version via the [FIRST Australia Dashboard](#).
- ☐ **Referee Scoresheets:** either print 3 sheets per team plus spares * or access online version via the [FIRST Australia Dashboard](#).
- ☐ **Compile Team Packs:** including overall day schedule, team schedule, venue map etc * or ensure all information uploaded to Drive (more information to come soon).
- ☐ Purchase pens, highlighters and post-it notes.
- ☐ **Set up team registration:** all team packs, sign receipt form for coaches * or upload to Drive.
- ☐ Set up volunteer sign in form.
- ☐ **Set up judge lane packs/clipboards:** sample judge questions, 6 sets rubrics, team list, judging schedule, post-it notes * or use device.
- ☐ **Set up Judge Advisor clipboard:** team overall schedule * or use device.
- ☐ **Set up Judge Check-in clipboard:** judging overview schedule * or use device.
- ☐ **Set up Referee clipboards:** scoresheets, Robot Game Rulebook, Robot Game schedule * or create folder on device.
- ☐ **Set up Head Referee clipboard:** Robot Game Rulebook, Robot Game schedule, overall team schedule * or create folder on device.
- ☐ **Set up Robot Game Check-in clipboard:** Robot Game overview schedule * or create folder on device.
- ☐ Ensure Judge Advisor has access to the latest version of the Australian Judge Deliberation tool (Official Judging Spreadsheet/OJS)- only download from the [Tournament Director page](#) of the FIRST Australia website.
- ☐ Confirm volunteer meals.

Day before: Bump in

- ☐ **Set up all judging rooms:** ensure ample space at front of room for team members, tables and chairs for judges, chairs for coaches.
- ☐ **Set up Robot Game tables:** ensuring all mission models have been built correctly; tape floor for technicians' position and remaining team members (confirm with Head Referee).
- ☐ **Set up pit areas:** e.g. one table and two chairs per team.

- ☐ Set up volunteer room: tea, coffee, cake/biscuits.
- ☐ Set up scorekeeper computer.

Day of event

- ☐ Wear your comfy shoes- you will walk a lot and hopefully dance too!
- ☐ Set up Volunteer Sign In area.
- ☐ Set up Team Registration area.
- ☐ Set up for opening.
- ☐ Ensure Scorekeeper has access to scoring system * only required for paper event.
- ☐ Greet volunteers on arrival- and be sure to thank them 😊
- ☐ Ensure all resources are within their required location.
- ☐ Attend Coaches' Meeting: open meeting and welcome coaches to your venue.
- ☐ General oversight of the event's proceedings, including:
 - ☐ Assist where necessary.
 - ☐ Ensure judges receive morning tea.
 - ☐ Visit the pit area and talk with teams.
 - ☐ Watch some Robot Games.
 - ☐ Put out fires (hopefully not literally!)
 - ☐ Dance with teams.
 - ☐ Enjoy the day and SMILE!
- ☐ Set up for Closing Ceremony: ensure receiving team names have been written on all award certificates and Awards Slideshow edited with correct teams (download from [Tournament Director page](#)).
- ☐ Return all rubrics to teams at the end of the day * only required for paper events- for paperless events, tick box on [FIRST Australia Dashboard](#).
- ☐ Recruit some teams and volunteers to assist with Bump Out and resetting all spaces to original state.

Within the week after the event

- ☐ Email advancing team list to the *FIRST* Australia Team, including:
 - ☐ Team name and number
 - ☐ Coach name
 - ☐ Coach email address
- ☐ Email Participation Certificates to all coaches (download and edit from the [Tournament Directors](#) page).
- ☐ Volunteer for a National Event 😊