



Oregon Robotics Tournament and Outreach Program

Intel Oregon *FIRST* LEGO League 2009 Championship
presented by Rockwell Collins
Saturday, January 16 and 17, 2010
Liberty High School
21945 NW Wagon Way
Hillsboro, OR 97123

January 2009

Dear Championship Tournament Coach:

Congratulations on your team's recent success at your qualifying tournament!

While preparing to participate in the Championship tournament remember...

- **The kids come FIRST**
- **Provide a positive learning environment for the kids.**
- **Be a role model by demonstrating gracious professionalism at all times**
- **The kids own the robot design, the project and implementation**
- **Remember that adult's and team member's behavior can positively and negatively impact award determination. It is your responsibility to review and communicate the FLL Core Values Observation Policy to your team and assisting adults and parents.**

This letter and the attached enclosures are intended to help prepare you and your team for the championship tournament. As with the qualifying tournament materials, please read the information in this packet thoroughly, and read pertinent parts aloud to your team. Procedures may be different than those at the qualifying tournament you attended. Also, pass on necessary information to parents and guardians, as indicated throughout these documents. With 60 teams on Saturday and 60 teams on Sunday expected to participate in the championship tournaments, we appreciate your cooperation to make this event a success.

A tournament schedule detailing the specific times teams compete will be made available by Wednesday, January 13th at <http://www.ortop.org/fll/ct.htm#CT>

Veteran Championship Coaches: In this letter look for **NEW!!!** and **IMPORTANT!!!** to bring your attention to procedure or policy changes.

Rookie Championship Coaches: We strongly suggest that you read through this whole letter.

1. Overview of Tournament Day

7:45 -8:30am Check-in: Teams arrive at Liberty High School. Please check-in in the west lobby just beyond the front doors. Check-in closes at 8:30am. All teams must check-in during this time.

Each coach checks in his/her team and picks up a team folder. All team members will receive name badges, with team number and team name. There can be no more than 10 students on one team. The number of team member nametags in your packet is determined by the number you reported championship tournament registration.

NEW!!! Each team member and team coach/mentor (up to 2 adults for teams with 2 team members, 3 adults for teams with 3 – 9 team members and 4 adults for teams with 10 team members) will receive a wristband and nametag.

One Coach/Mentor nametag will have a STAR STICKER. This nametag is for the “official coach of the team”. It helps us identify the adult team spokesperson. Nametags/wristbands will allow you access into the judging areas and the upstairs gymnasium that all the teams will use as their ‘pit’ area.

IMPORTANT!! In addition, each team should bring 5 copies of the Team Introduction Sheet; 3 copies for judging sessions and 1 copy to show the referee and emcee in the competition gym and for the Award Ceremony **and tape 1 copy to your PIT TABLE near the PIT Table ID sign.** Your team should proceed to its assigned location in the upstairs gymnasium to unpack and get ready for the day. Practice Tables will be open 8:00 – 8:45am and will close for the Opening Ceremony.

8:35-8:55am **IMPORTANT!!! MANDATORY COACHES MEETING:** The official coach must attend the Coaches’ Meeting in the auditorium located southeast side of the Commons and just beyond Volunteer registration. In this meeting, we’ll review the flow of the day and the tournament rules, and answer your last-minute questions. ***Your team mentor or assistant coach will be responsible for leading your team from the upstairs gymnasium to the main gymnasium on the ground floor for the opening ceremonies.*** The Coaches’ Meeting will be over in time to allow you to rejoin your team for the opening ceremonies. Meet your team in the gym. Do not go back to the PIT.

8:45am **IMPORTANT!!!** Assistant Coach or Mentor should escort team downstairs to the main gymnasium bleachers. for opening ceremonies. It is mandatory for all teams to attend the Opening Ceremony. Practice Tables and the Pit Gym and balcony will be closed.

9:00-9:15am **OPENING CEREMONEY in Main Gymnasium – Required for ALL Teams! Pit area and practice tables are closed!**

9:30am-2:45 pm Table Competition and Judging Sessions

Getting to the Table Competition and Judging Sessions

Team goes back to Pit area in the upstairs gymnasium to practice or make adjustments to its robot, or to the main gymnasium to watch other teams in the Robot Performance competition. Practice tables will be located near the upstairs gymnasium and will be open at 8:30am. They will close during the Opening Ceremony and reopen at the conclusion of the ceremony.

IMPORTANT! Team should be in the upstairs gymnasium at their assigned table 16 minutes before each scheduled Performance competition round. A Pit Volunteer will escort your team from the upstairs gymnasium to the main gymnasium on the main floor. *In the unlikely event a volunteer doesn’t arrive at your table within 10 minutes of your completion time, send someone to PIT Admin desk and tell them. We want ALL teams to make it on time to the gym and be in the appropriate place.*

TEAM PHOTO: AFTER YOUR COMPETITION ROUND ON THE ORANGE TABLES, HAVE YOUR TEAM PHOTO TAKEN IN THE COMMONS AREA.

Judging Sessions

Team reports to the Judging check-in 5 minutes before scheduled time for the Robot Design Interview, Project Judging and Teamwork Judging. You are responsible to get your team to these judging sessions by taking them to the judge check-in table. No escort will be provided. Judge Check-in is located on the 1st Floor main hallway – north side. A judge greeter will direct or escort the team to their room. Report to 1st Floor Judge Check-in even if the judging session is on the 2nd Floor. Please keep quiet while walking through the halls or waiting for your turn in the room. Please check-in five minutes before your scheduled time. Teamwork Judging will be on the 2nd Floor, Project and Robot Design judging will be on the 1st Floor. Refer to map in your tournament day registration packet. Bring your Team Introduction Sheet to all competition areas to present to judges/referees.

2:45– 3:45 pm Pre-Awards Activities

This year team members will have a choice of activities (some required, some optional) for after completion of their tournament sessions.

2:30 – 3:20 pm TEAM ROBOT AND PROJECT SHARING IN THE PIT!

Teams should assign one or two team members (with at least one supervising adult) to stay at their pit table to talk about their robot and presentation topic. Teams are not expected to run their robot on the Smart Move board or do their project presentation. This is meant for team members to have an up close look at other robots and share project topics and knowledge. It is ok to rotate the team members assigned to table duty. Other team members and adults will visit other team pit tables to talk to other teams.

3:20 pm PIT LOAD OUT

Teams please pack up your belongings and take them to your vehicles. Clean up your area and follow the direction of the load out volunteers. Do not pack your last Team Introduction Sheet --bring it with you to the awards ceremony

3:30 – 3:45pm ROBOT DEMO –

Three Teams with the highest board scores will be asked to demo their robots on the Smart Move Table in the Gymnasium.

FIRST TECH CHALLENGE SCRIMMAGE in 1st Floor Rotunda. Look for signs. 20 FTC teams will spend all day scrimmaging on the FTC Hot Shot! Game arena. You can watch them at lunch, on a break or during this time.

VISIT the INFO Tables in the Commons area – OMSI activities for siblings and maybe FRC robots, too!

~3:45pm Pre-Awards Ceremony and Awards Ceremony: All teams should be seated in the main gymnasium for the Awards Ceremony at 3:45pm. Bring your TEAM INTRODUCTION SHEET with you – don't pack it in the car! We will start the ceremony by distributing medallions to all FLL team members. The Ceremony will conclude with the awarding of trophies to teams.

5:15pm Adjournment

THIS SCHEDULE IS SUBJECT TO CHANGE. CHECK TOURNAMENT PROGRAM AND LISTEN FOR UPDATES THROUGHOUT THE DAY.

2. Competition Activities

Your tournament day will consist of four different competition activities: Performance Competition, Project Judging, Robot Design Judging and Teamwork Judging. A tournament schedule will be posted by January 13th at <http://www.ortop.org/fll/ct.htm#CT>

ROBOT PERFORMANCE COMPETITION (Located in main gymnasium)

The PIT Runner will escort your team to the Robot Inspection table or the waiting area in the bleachers adjacent to the field. The Robot Performance Competition is the centerpiece of the tournament competitions. There will be three pairs of competition tables. Each pair of tables has two 4- by 8-ft. single competition tables positioned next to each other so that the Smart Move Bridge spans the two walls

Four teams will participate simultaneously at two pairs of tables (two teams at Area A-Orange and two teams at Area B-Green) while two more teams are being set up on the other table pair (Area C-Purple).

Your team will have 8 minutes at the table each time they compete.

Your 8 minute time slot will consist of 1 ½ minutes for setup, 2-1/2 minutes for your robot to attempt the Challenge missions and 4-1/2 minutes score with the Referee and to clean up and move out to make room for the next team.

Sixteen minutes prior to each of your team's Performance rounds, you should be waiting at your assigned Pit Table for an escort to take you to the competition area. Your team will then wait in the "Bullpen" for its turn at the table, along with the other team scheduled(s) for that round. Pit Crew Volunteers will assist you in getting into position at the appropriate inspection table. At the inspection table, you will be greeted by a Referee, who will then inspect your robot. At the appropriate time, the Referee will escort you to the appropriate competition table and let the team begin their setup activities.

Your team will have **three** scheduled opportunities to run its robot through the Smart Move Challenge missions. Each time, your robot will have a total of 2-1/2 minutes to complete as many missions as possible. The referee will tabulate your score **after your 2-1/2-minute round is complete**. The highest score from your rounds during the day will be counted toward the Robot Performance Award; the lower scores will be ignored.

Only two team members (robot operators) can stay at the competition table while the robot is attempting missions. All other team members must stay "in the box" prepared to assist in case of an emergency. Team members may cycle through as operators during a match, as long as there are only two at the table at a time.

After your match has completed, your entire team (but not coaches or other adults) is encouraged to approach the table and review the results with the Referee. One of your team members should be prepared to record the results on the score sheet provided in the Coaches packet. Referees will not be determining the actual scores, but tallying the results on the table. It is very helpful to the Referees to engage with the teams, to ensure all agree on the results before the team leaves the table.

from Head Referee Jim Settlemyer

The head referee and referee team at an ORTOP tournament is responsible for ensuring that

- the competition/matches at a challenge table is refereed according to the rules of the challenge. This includes auditing of the robot and strategic objects brought to the match, ensuring that the challenge rules and mission rules are adhered to, and capturing the result of the match on a score sheet.
- the competition environment, including the table, the surrounding area, as well as the spectators are managed in a way that is not intrusive or disruptive to the teams at the table
- the competition match is executed only by the team members in a manner consistent with FLL and ORTOP objectives. The head referee and match referee will direct that actions/behaviors inconsistent with FLL objectives be stopped.

The above guideline allows/requires the referee or head referee to stop behavior by spectators, coaches, mentors, and others that is judged to be inconsistent with FLL CORE VALUES and ORTOP objectives. This would include match related direction to team members from non-team members and disruption from non-team members such as spectators or photographers.

NEW!!! COMPETITION ROOM LIGHTING: There will not be lights mounted over the competition tables. There will be cameras mounted to the bar. The room ceiling lights will be on brightest setting in the gym. No spot lights will be used during competition. Please consult the FLL Q & A and rules regarding lighting.

Video: Video projection will only be available for Areas A and C. Area B will not be projected. The schedule will ensure that each team will be "on the big screen" at least one of the three rounds.

JUDGING INTERVIEWS

Special Needs: Any special needs or accommodations for the judging interviews need to be reviewed and approved by the Head Judge Advisor or the Head Judge for Project, Robot Design or Teamwork before the team's judging interview. Coaches can request to speak to a head judge at Judging Check-in on the 1st Floor. Refer to floor map for location.

PROJECT JUDGING - (located in classrooms on the first level east of the competition gym)

The Project Judging panel will be made up of three judges. This panel will hear and ask questions about the team's presentation on the Smart Move Project.

IMPORTANT!!! Your team should prepare a **five-minute presentation** that demonstrates how your team met the 3 **required elements of the Smart Move Challenge** as stated on the FLL website. **Only teams that present projects with the 3 required elements will be eligible for Project or Champion Awards.**

These elements are stated as numbered elements 1 - 3 on the Smart Move Project webpage. Teams are strongly encouraged to review the full text at the FLL Website.

<http://firstlegoleague.org/community/fll/project.aspx>

IMPORTANT! Teams will have **no more than 5 minutes to make their presentation** followed by up to 5 minutes of answering questions posed by the judging panel. Teams should bring their presentation materials to this session but **do not need to bring their robot**. Teams can use any method they like for making their presentations, but **no equipment, screens or white board will be provided**. While one criterion of the judging of the Smart Move project is the creativity of the presentations, the judges will be focusing their attention on what the team members learned and how well they are able to explain their research and their climate issue solution and how the team shared their research. While we do not encourage the use of projection equipment, a power outlet will be available in the judging room. Teams that wish to plug something in should bring an extension cord that is at least 20 feet long. **Please keep in mind that any time used by the team for setting up its presentation will be counted as part of the 5-minute presentation time as stated on the FLL website. Your time starts when your scheduled time begins.** Teams will need to be ready to leave at the end of 10 minutes, as the next team will be coming in.

FAMILY MEMBER VIEWING OF PROJECT JUDGING

We are allowing adult family members, teachers or principals (no younger siblings or other children) and your coaching team to view your team's Project judging session. Please limit your group size to about twice the number of team members. Adult family members should meet as a group at the "Families-of-Teams" table outside the Judge's Hallway on the 1st Floor five minutes prior to your team's interview time. Guests and coaches will be standing behind the team allowing them to listen but **not** have an advantageous view for cameras or camcorders. Do not ask to move up to video tape or take pictures. Guests will be asked to observe the same rules as coaches: no talking, no gesturing. **Guests must exit back into the general public area after the Project Judging session. Make sure family members/guests do not accompany your team upstairs. This is a violation of our security policy. No wristband, No entry.**

ROBOT DESIGN JUDGING (located in classrooms on the first level east of the gym)

The Robot Design Judging panel will be made up of three judges. This panel will ask the team questions about the design of its robot and the robot's programming. They may also ask the team to demonstrate its robot at a nearby table, so your team should **bring its robot** with them to this judging session. The robot's performance will *not* be scored during this judging session. Each team will have a maximum of 10 minutes with a Robot Design judging panel.

The Robot Design judges would like a chance to look at, and ask questions about, the programs your team has developed for its robot. **Please bring a printed copy of your team's software programs to this judging session.** Up to two adults from your coaching/mentor staff will be allowed into the Robot Design judging room. No other guests will be allowed.

TEAMWORK JUDGING – (located on the second floor –)

Same as Qualifying Events, different teamwork task. Teamwork is important in every aspect of your team's performance. Teamwork weighs 25% in award determination. The teamwork judging panel is comprised of 3 judges. During this session there will be 5 minute team activity followed by a 5 minute conversation with your team about their FLL experience. The extra time and depth should allow better judge comprehension of the roles and responsibilities of each team member and the judges will be looking for displays of strong FLL Core Values and evidence that the team exhibits gracious professionalism. There is nothing your team should do to prepare. The process the team exhibits during the activity is important, the outcome achieved is not. There is nothing they should bring to the session. One coach or mentor may accompany the team into the teamwork interview.

THE PIT AREA will be located in the auxiliary gymnasium on the second floor. Your team will be assigned a Pit table and an electrical outlet in the Pit area. Your check-in folder will contain the exact location of your Pit table. Your table will be marked with your FLL team number. Place all of your belongings under the table. This table is for your exclusive use. After completion of the ROBOT SHARING at 3:20 pm please clean up your pit table and move your belongings to your vehicles.

DOWNLOADING PROGRAMS

1. RCX: Take care when downloading programs into your RCX robot as the infrared can interfere with other RCX robots. Teams should consider keeping their robot in an opaque container to prevent it from receiving infrared from another team's transmitter. Teams will not be allowed to perform downloads in the Performance competition or judging areas. Please set your infrared transmitters to low using the switch on the front of the transmitter or by using the appropriate software control. When downloading, use a "tent" to prevent the infrared from interfering with another team's robot.
2. Bluetooth **MUST BE SWITCHED OFF** on your NXT Robot (On your NXT brick, select Bluetooth, On/Off, OFF). Use of Bluetooth at tournaments will result in immediate disqualification.

CHALLENGE PRACTICE TABLES will be set up near the upstairs gymnasium in classrooms east of the Pit Administration Table on the second floor. There is a structured procedure to use the Practice Tables. Coaches should sign-up at the Practice Table Administration desk. Pit Table Bosses monitor and control use of the tables. There is a five-minute time limit per turn. If your team is not present when it is its turn, it forfeits its opportunity to use the table and must sign up again. There will also be one practice room for Project presentations. The Pit administration table will be a resource for information about competition scheduling. Look for the Practice Table Card in your registration folder. Bring it to the Practice Table Hall. Follow the arrows in the Practice Table Hall to aid good traffic flow.

REMINDER! Do not bring your own mat or challenge pieces to the tournament. This is a violation of the rules!

4. Awards

Medallions will be presented to all team members at the awards ceremony to honor what they have learned and achieved during the season. In addition many teams will receive a trophy. See the separate Awards sheet for details.

5. FLL CORE VALUES & Coach Honor Code.

We ask coaches to review the FLL Coach Honor Code from your FLL Coaches' Handbook and the FLL Core Values. This is the promise you agreed to when registering your team to participate in any ORTOP produced FLL tournament. Kids do the programming, robot design, the research and the presentation design. They do the problem solving and come up with the innovative solutions. This tournament is about them and their work. **The FLL Core Values Observation Policy will be implemented at the Championship Tournament.**

A copy of the policy can be found at <http://www.ortop.org/fll/ct.htm#CT>

6. Access to the Tournament

ID Tags/Wristbands – Team members, coaches, and mentors will be issued ID tags and wristbands when the team checks in at the tournament. Only those with tags/wristbands will be allowed to enter the pit or technical competition areas during the tournament. Be sure to have your team members wear the tags at all times.

Adult Supervision – Plan on at least two adults per team and no more than three. (e.g., yourself and your team's co-coach or mentor). Four adults will be allowed to accompany teams with 10 team members.

Award Ceremony – We are not issuing tickets for the award ceremony. Even with 60 teams per day we will have room for families, teachers and special guests to attend the awards ceremony.

Special Guests – Please invite special guests to the tournament to view the table competition between 9:30am and 3:00pm. This would include your school administrators, teachers, community center staff, friends and other relatives. You can invite parents/guardians of team members and special guests such as a teacher, principal or school administrator to view your Project Judging.

Extra Children – We recommend that you do not bring extra children with you. If you have youngsters who are not members of your team and want to attend the tournament, an adult other than yourself should accompany them and stay downstairs. OMSI will have special activities in the commons area for younger siblings.

IMPORTANT!!! Children that are not members of the team will not be provided wristbands. Children that are provided wristbands and nametags are expected to be fully participating team members.

Coaches with Multiple Teams – **IMPORTANT!!!** If you have more than one team at this tournament, it is important that you bring an adequate number of adults with you to supervise your teams. You need to assign an adult to be "Coach of the Day" if you have more than one team. Every team must have their own **STAR STICKER** coach. We will try to place your team's 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.

7. Food

NO FOOD IS ALLOWED OUTSIDE OF THE LUNCH AREA. NO EATING IN THE PIT GYM

Sack Lunches – Your team members should plan to bring lunch from home. Some teams have parents of team members prepare a picnic lunch for the team to share. Your schedule will not include a specified lunch break. It is up to you to figure out when would be the best time to eat between your judging and table competition sessions.

!!!Concessions – Yes, there will be concessions to purchase at Liberty High School provided by a booster club.

Purchased Food – Several restaurants are located in the shopping center just south of Hwy. 26. We suggest a parent bring back take-out food for the team if your team does not bring a sack lunch.

8. Parking

Parking is located in the west parking lot of the school (third driveway). You can unload your team and equipment in front of the west side of the building, but do not leave your vehicle parked there. The driver must remain with each vehicle and move to a parking area upon unloading.

9. Directions

Please distribute copies of the map to Liberty High School to your team parents.

10. Tournament Volunteers

You will be able to recognize Tournament Volunteers; they will be wearing red or blue T-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.

Parent Volunteers – Right now, we are close to meeting our recruitment goal for volunteers. If we need more volunteers, I may send out a email appeal early in the week. Please do encourage people you know to **go online and sign up at <http://volunteer.ortop.org>** . Our Volunteer Coordinator Tammy Whitlock can be contacted at volcoord@volunteer.ortop.org . Parent that volunteer will be able to see their child compete during the table competitions and the Project interview. **Parents and others closely associated with the team cannot be judges or referees.**

11. Team Publicity Information Form

Please fill out the Team Publicity Information Form online. <http://www.ortop.org/fll/ct.htm#CT> We plan to take photographs of teams that win awards. If your team wins an award we will attempt to email you the photograph. There is a chance that a member of the media will contact you to request the photograph. Please do not provide the photograph unless you are sure that all of the parents of your team members have given you permission to do so.

12. Junior FIRST LEGO League Expo

Junior FIRST LEGO League teams will be special guests on Saturday, January 17th . Be sure to say hi when they stop by your pit table. Please encourage your teams to talk to them about *FIRST* LEGO League. JFLL teams will be given guided tours of the FLL pit area, practice tables and judging halls. They will not be permitted into the judging rooms.

13. Fun Stuff

Last, but not least, we're going to have a great time. The Smart Move Ambassadors, our official tournament mascots, will wander through the event. There will be an opening ceremony plus Pre-Award activities. In the common area there will be interest tables for your education and entertainment. *FIRST* TECH Challenge will be conducting a live scrimmage and we might have FRC teams there as well. We encourage teams to look at all the resources available to them. Your team should consider wearing something fun to identify your team members. You can decorate your pit table so show your FLL team spirit. ORTOP encourages participants to share their experience with other teams. This is a great opportunity to meet new friends, share stories and learn from each other. This is an educational, friendly competition.

If you have additional questions, please contact us via email at questions@ortop.org or by phone at (503) 725-2920. Please check your email frequently for championship tournament updates. See you at the tournament!

Sincerely,



Cathy Swider
FLL Operational Partner, Oregon

SEPARATE DOCUMENTS WITH IMPORTANT INFORMATION: (all of these documents are separate links on the webpage under the Coach Letter) <http://www.ortop.org/fll/ct.htm#CT>

1. COACH'S CHAMPIONSHIP TOURNAMENT CHECKLIST
2. MAP/DIRECTONS TO LIBERTY HIGH SCHOOL
3. ORTOP 2009 CHAMPIONSHIP TOURNAMENT AWARDS
4. PARENT LETTERS – Please ensure that team parents/guardians receive one prior to the tournament.
5. TEAM PUBLICITY INFORMATION FORM. ***PLEASE DO ONLINE!!!***
6. FLL CORE VALUES OBSERVATION POLICY
7. Team Introduction Page – complete and make five copies
8. 1st and 2nd Floor Maps of the Tournament Venue

BRING TO THE TOURNAMENT CHECK-IN DESK

- (only submit paper form if you did not submit online) Team Publicity Information Form
- Read Carefully: FLL Consent forms for Team Members and Adults that did NOT turn one in at a Qualifying Tournament.

AT THE TOURNAMENT CHECK-IN DESK YOU WILL RECEIVE

- Name Tags (the Coach/Mentor Nametag with the **STAR** is for the Team Coach).
- Detailed Tournament Schedule for your team
- Practice Table Team # Card with procedures
- Liberty HS Map (inside of Liberty HS)
- HOT SHEET with the latest information