



Oregon Robotics Tournament and Outreach Program

presents

**Intel Oregon *FIRST* LEGO League  
2009 Qualifying Tournament**

December 13, 2009

Hillsboro High School

3285 SE Rood Bridge Rd, Hillsboro, OR 97123

November 19, 2009

Dear *FIRST* LEGO League Robotics Coach:

This letter and the attached enclosures are intended to help prepare you and your team for our upcoming qualifying tournament. Please read all the information in this packet thoroughly yourself, and read pertinent parts aloud to your team. Also, pass on necessary information to parents and guardians, as indicated throughout these documents. Contact me directly with any questions. Our goal is to provide useful information to make the Qualifying Tournament day run smoothly. There are 18 teams registered for our tournament. Everyone's cooperation is necessary to make this event a success.

**Veteran Coaches:** You are encouraged to review the qualifying tournament letter in its entirety. In this letter look for **NEW!!!** and **IMPORTANT!!!** to bring your attention to procedure or policy changes.

**Veteran Coaches attending a different venue:** If you are attending a qualifying tournament at a different venue from last year, you should read the whole letter. Each tournament's logistics vary.

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

**ATTENDING OTHER QUALIFYING TOURNAMENTS POLICY:** In the interest of *gracious professionalism*, ORTOP has decided that teams should attend only the qualifying tournament for which they have been assigned. Teams, coaches and mentors should not attend other qualifying tournaments as observers.

**COMMUNICATION:** Most of the communications you will receive from me will be by email. A welcome message was sent out on Thur, Nov 12. Please check your email regularly and respond promptly if requested. If you are not receiving email announcements from ORTOP or me please call me with a correct email address or check your spam filter.

An electronic version of this coaches' packet and the most recent updates can be found at:  
<http://hilhi.ortop.org>

**You must provide a tournament volunteer!** - Putting on a tournament like this with 18 teams, 200 participants and as many as 500 spectators depends on volunteers. We need volunteers to help setup on Friday night, run the tournament on tournament day and takedown on late Sunday afternoon. Jobs include team check-in, help desk, timekeeper, practice table monitors, pit runners, etc. To fill these important positions, we require each competing team to provide one volunteer (or two volunteers who split the day) to help out during the tournament. We will ensure they have free time to watch their child compete and to enjoy the tournament. So, please recruit someone to represent your team and forward their name and email/phone # me, Walt Mayberry (wmayberry@gmail.com) no later than Mon, Nov 30.

**COACH/MENTOR CONDUCT:** Our *FIRST* LEGO League (FLL) qualifying tournament event expects that you, as coach, and all adults associated with your team will abide by FLL Core Values, policies, procedures and standards as stated in the FLL Coaches' Promise and agreed upon as part of the Qualifying Tournament application.

**IMPORTANT!!!! TEAM INTRODUCTION PAGE- ORTOP version!!** Please complete this form – make four copies and bring it with you to the tournament. The team will give one copy to each judging panel: Robot Design, Project & Teamwork. Keep the fourth copy to show to the referee and emcee each time your team competes at the Smart Move table. This form is also available on the [hilhi.ortop.org](http://hilhi.ortop.org) webpage. This Team Introduction Page should be used instead of the one found on the national FLL website. This replaces the Team Presentation Card previously used at ORTOP tournaments.

**IMPORTANT!!! FLL CORE VALUES OBSERVATIONS** - FLL Core Values is an extremely important part of the FLL experience. We strongly encourage coaches and mentors to make FLL Core Values a cornerstone of your season; at team meetings, community events and tournaments. The attached FLL Core Values Observations document includes the FLL Core Values, purpose, team observations, no-touch rule and results. Coaches, mentors, other adults assisting the team and team members need to be aware and understand this policy. This document is also available online in the Coaches News section of the [www.ortop.org/fll](http://www.ortop.org/fll).

**Remember that adult's and team member's behavior can positively and negatively impact which awards your team might receive.**

## **Overview of Tournament Day**

**9:00 am**      **Check-in:** Teams arrive at Hillsboro High School for check-in. Check-in is in the Commons, which is reached by following the walkway to the right of the main school office entrance back towards the flagpole. **Check-in OPENS at 9:00 am and CLOSES at 9:30 am.** All teams are expected to register at this time. *Please arrive together as a team.*

You will be asked to review the Team Profile and to turn in the FIRST Consent forms. You must turn in a signed FIRST Consent form for each child and adult coach or mentor on the team. A copy of the FIRST Consent form is provided as an attachment to this letter and available at in Coaches News at [www.ortop.org/fll](http://www.ortop.org/fll).

Coach checks in and picks up registration folder. All team members put on Participant ID tags, with team # and team "engineer's" name. **There can be no more than 10 students on one team.** You'll be given a maximum of 10 Team "Engineer" badges. Team proceeds to Pit room.

**9:10 am**      **Early practice table access:** Practice tables will be located adjacent to the Pit Area. They are open from 9:10 - 9:50 am for the first 6 teams on the Competition Schedule. They open at 10:05am for all teams.

**9:35 -9:55 am**      **Mandatory Coaches' Meeting:** You attend the Coaches' Meeting in Room TE6. 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 your team in the Pit. The Coaches' Meeting will be over by 9:55 to allow you to rejoin your team in time for the beginning of competition.

**10:00 am**      **Opening Announcements:** We'll welcome the teams, thank sponsors, and make a few short announcements. Teams scheduled for the first rounds of competition and judging should arrive at the Performance Competition and Judging check-in areas at this time.

**10:05 am**      **Competition begins!** Teams not in initial competition or judging should remain in the Pit Area to practice or make adjustments to robot. Or they may watch other teams in the Performance Competition. Practice tables will be located adjacent to the Pit Area. They will be open at 9:10 am for the first 6 teams on the Competition Schedule and at 10:05 am for all teams.

We will be sending you a detailed activity schedule by email prior to the tournament so that you know when each of your competition rounds and judging sessions is scheduled.

Teams should be at their Pit Area assigned table 10 minutes before each scheduled performance competition round. A Pit Volunteer will escort your team to the Competition Area On-deck Table at the appropriate time.

Teams report to the Judging areas at specified times for the Robot Design, Project and Teamwork Judging. You are responsible for getting your team to these judging sessions. No escort will be provided. Arrive 5 minutes ahead of time and check in with the judge's room assistant upon arrival.

Bring your Team Introduction Page to all competition areas to present to judges/referees.

- 11:30-2:00 pm Find Time for Lunch:** Bring your own bag lunch, or send a parent out to purchase food. (A map of local fast-food restaurants is posted on the tournament webpage.) It is up to you to choose a good time between your events. You may eat at your table in the Pit Area, but be sure to clean up and protect your robot.
- 3:05 pm Competition ends:** Your team can move its belongings to vehicles prior to the awards ceremony.
- 3:05 pm Pre-Awards Activities :** Shared Smart Move presentations, Segway rides, Hilhi TechEd tours, Lego CAD, Stencil Cutting - Commons
- 3:30 pm Awards Ceremony** - Commons
- 4:00 pm Adjournment** - Retrieve any remaining belongings from the Pit Area before leaving the site.

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

## **Competition Activities**

Rubrics for Judging Sessions begin on Page 100 of the FLL Coaches Handbook, 5<sup>th</sup> Edition.

Your tournament day will consist of four different competition activities: Performance Competition, Project Judging, Robot Design Judging and Teamwork Judging. You will receive a detailed schedule giving the exact times for these activities by email about 1 week before the event.

### **PERFORMANCE COMPETITION (Located in Commons)**

The Performance Competition is the centerpiece of the tournament competitions. For our tournament, there will be one pair of Competition tables. The pair of tables has two 4- by 8-ft. single competition tables positioned next to each other so that the Find the Agreement (Align the Arrows) mission spans the two walls according to the official set-up rules.

**NEW!!!** In accordance with new FLL guidelines for Championship and Qualifying Tournaments, the lights over the competition tables have been eliminated. Be prepared for lighting conditions in the event area that may be different than your meeting space.

Two teams play simultaneously at a table pair. Your team will have 4-minutes at the table each time they are up. **Your 4-minute time slot will consist of 2-1/2 minutes for your robot to attempt the Challenge missions and 1-1/2 minutes to clean up and move out to make room for the next team.**

Ten minutes prior to each of your team's Performance rounds, your team should be waiting at their Pit Table for an escort to take them to the competition area. Your team will then wait in the On-deck Area for its turn at the

table, along with the other team scheduled for that round. A Pit Volunteer will assist you in getting into position. A referee will check your robot for rules compliance prior to the start of each round. Bring a copy of your Team Introduction Page. Show it to the referee and emcee so your team can be announced. Make sure to retrieve it from the refs/emcee so you'll have it for the other rounds.

Your team will have three scheduled opportunities to run its robot through the 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; lower scores will be ignored.

Competition rounds start by the clock. A team that is late or not ready will miss their chance to participate in a given round. The best score from your other two rounds will be tallied.

**Only two team members (robot operators) can stay at the Competition table while the robot is attempting missions.** All other team members must stay "on the bench" or "behind the line" 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. In the performance area teams can only bring items as described in the 2-PARTS section of the Rules on the national FLL website.

**IMPORTANT!!!! 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 and ORTOP objectives. This would include match related direction to team members from coaches, mentors and non-team members and disruption from non-team members such as spectators or photographers.

**PROJECT JUDGING (Located in Room BE1)**

**IMPORTANT!!!!** The Project Judging panel will be made up of 3 judges. This panel will hear the team's presentation on the Smart Move Project. Judges will also ask questions about the project. Teams will have no more than 5 minutes to make their presentation followed by up to 4 minutes of answering questions posed by the judging panel.

Your Smart Move presentation to the judges can be simple or elaborate, serious or designed to make people laugh while they learn—but to be eligible for project awards at tournaments, it must:

- Describe your community, the problem, and your team's solution
- Show that your team did the research and tell about your information sources
- Be shared with someone outside of your team (Note: Presenting your project at the tournament is not considered sharing it with someone outside of your team.)

Note: The total length of your project presentation at a tournament or qualifier should be no more than five minutes, including any setup time. The kids must do their own set-up, operation and take down; adults are not allowed to help.

**Teams that do not demonstrate in their interview that they have met all three requirements will be ineligible for a Project Award or a Champion's Award.**

Teams should bring their project materials to this session but **do not need to bring their robot**. Tournament venues vary, teams cannot count on whiteboards, or blackboards being available. 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 count as part of their 5-minute presentation.** "Press and Play" presentations are not recommended and strongly discouraged. The team should create a live presentation.

Teams will need to be ready to leave at the end of session, as the next team will be coming in. Project judging rubrics are located in your FLL Coaches' Handbook on page 102. Bring one copy of your Team Introduction Page to leave with the judge panel.

Parents will be allowed to watch their child's team make their research project presentations. Tell parents to meet you in the judging hallway checkpoint 5 minutes before your presentation. Escort them with your team to the appropriate judging room. Please advise your parents that the etiquette in the judging rooms is different from that in the performance competition area. All observers must remain quiet and may not coach the team in any way while they are interacting with the judges. Coaches are responsible for managing parents. Any distractions or delays may hurt your team.

### **ROBOT DESIGN JUDGING (Located in Room BE8)**

The Robot Design Judging panel will be made up of 3 judges. This panel will ask the team questions for a maximum of 9 minutes. They will ask the team to demonstrate its robot on a table, about the programming, and strategies taken for the design and programming of the robot.

**For this panel please bring the following items:**

- **teams' robot**
- **printed copy of team's software programs** (Both the Robolab® and Mindstorms® software packages allow you to print a copy of the programs.)
- **one copy of your Team Introduction Page**

Robot Design judging rubrics are located in your FLL Coaches' Handbook on page 100. A maximum of two adults (coaches or mentors) from the team can accompany the team into this judging panel as observers.

The coach and one other adult from the team may accompany the team into the interview as observers. Observers must remain quiet, behind the team, and may not coach the team in any way while they are interacting with the judges. Any distractions or delays may hurt your team.

### **TEAMWORK JUDGING (Located in Room BE7)**

The teamwork judging panel is comprised of 3 judges. During this session there will be a 5 minute team activity followed by up to 4 minutes of 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. There is nothing they should bring to the session.

One coach or mentor may accompany the team into the teamwork interview as an observer. Bring one copy of your Team Introduction Page to leave with the judge panel. Parents will not be allowed to observe the teamwork judging. The coach or mentor may participate in the activity in their role as coach or mentor.

## **The Pit Area**

The Pit area will be located Cafeteria. Your team will be assigned a Pit table and an electrical outlet in the Pit area. Your registration packet 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.

Challenge practice tables will be set up near the Pit area. Please check the map on tournament day for location of your Pit table and the closest practice table. Practice tables are scheduled on a first-come, first-served basis. There will be a sign-up list at each table. Pit Table Bosses monitor and control use of the tables. There is a 5-minute time limit per turn. If you are not present when it is your turn, you forfeit your opportunity to use the table and must sign up again. The Pit administration table will be a resource for information about Competition scheduling.

## **Awards**

All of our competitors are winners. A participation award will be presented to all team members at the end of the tournament. In addition several teams will receive a trophy and about 30% will be invited to participate in one of the Championship Tournaments being held on January 17<sup>th</sup> and January 18<sup>th</sup> in Hillsboro, Oregon. See the enclosed Awards sheet for details.

## **Access to the Tournament**

**ID Tags** – Team members, coaches, and mentors will be issued ID tags when the team checks in at the tournament. Only those with ID tags will be granted access to certain restricted areas during the tournament. Restricted areas at our tournament are the Pit Area, Robot Design Judging Area and the Teamwork Judging Area. Be sure to have your team members wear their badges at all times.

**Adults to Supervise Participants** – Plan on two adults per team (e.g., yourself and your team’s mentor) and three adults for larger teams. (The additional adults will need ID tags.) A maximum of 4 team adults will be allowed to accompany the team into the restricted Pit Area. ID badges will only be issued to adults pre-registered with your team. If adult participants change before the tournament, notify the Tournament Director before Tournament Day.

**Guests** – Our tournament is free and open to anyone who would like to watch. Guests are welcome at the Award Ceremony. They can also observe the robot competition rounds and observe the Project Judging. Guests are not allowed in the Pit, Robot Design Judging, or Teamwork Judging areas. All child guests must be supervised. Share the tournament schedule with guests so they know when your team is competing during the long 7-hour day.

**Coaches with Multiple Teams** – 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. 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.

## **Food**

**Sack Lunches** – You are encouraged to bring lunch from home in order to provide your team with the most flexibility in fitting its lunch time into its schedule with the various events.

**Purchased food** – There are some vending machines in the cafeteria and Commons area. The student store will be open with snacks and pizza. Another option is to send a parent out to bring back food – a map of local fast-food restaurants is posted on the tournament webpage.

Food should be eaten in the Pit Area or in the Commons spectator area. **NO FOOD IN THE COMPETITION OR JUDGING AREAS!**

## **Parking**

Parking is located in front of the school. You can unload your team and equipment along the sidewalk, but do not leave your vehicle parked there. The driver must remain with each vehicle and move to the parking area after unloading.

## **Directions to Hillsboro High School**

See enclosed directions.

## **Tournament Volunteers**

You will be able to recognize Tournament Volunteers; they will be wearing name badges with blue lanyards. 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.

## **Fun Stuff**

We're going to have a great time. It is always fun to watch the other teams compete, and there will be 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. The Smart Move theme encourages “green” creativity. What can your team wear/share that’s reduced, reused or recycled! ORTOP encourages participants to talk and share their experience of the past 8 weeks. This is a great opportunity to meet new friends, share stories and learn from each other. This is an educational, friendly competition.

Realize the tournament day is long – about 7 hours. No doubt your team will spend some time tweaking their robot design and practicing their presentation, but be sure they also bring along books, games, puzzles, etc to keep them busy during the long periods between competition rounds and judging.

## **Important Information about the Smart Move Challenge**

The FIRST LEGO League web site contains important information about the Smart Move Challenge with which you must be familiar as you prepare your team for the tournament. Please go to the following link:

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

and carefully read the materials listed in the upper left corner of the page:

- Overview
- The Project – rules, resources, Q&A
- The Game – rules, field setup, resources,
- Game Q&A Blog
- Judge’s Blog

We encourage teams to look at all the resources available to them, and to check them frequently. FLL makes rule changes during the season - be sure you keep up with any rule changes and interpretations online.

## Hilhi Tournament Website

There is a website for the Hillsboro High tournaments with information for coaches, team members & families:  
<http://hilhi.ortop.org>

**Let me know if there are any questions, and I hope your team has a fun, educational experience during this year's FLL season.**

Sincerely,



Walt Mayberry, Tournament Director  
Intel Oregon FIRST LEGO League 2009 Qualifying Tournament at Hillsboro High  
wmayberry@comcast.net or 503-459-3234 - cell

**PS Be sure to watch your email for further tournament updates.**

### **Intel Oregon FIRST LEGO League 2009 Qualifying Tournament at Hillsboro High School Coaches' Packet**

#### **ENCLOSURES TO THIS LETTER:**

- QUALIFYING TOURNAMENT CHECKLIST – What to bring and not bring
- ORTOP 2009 QUALIFYING TOURNAMENT AWARDS – This document describes the number and type of awards that will be presented at our tournament.
- FLL CORE VALUES OBSERVATIONS
- TEAM INTRODUCTION PAGE
- PARENT LETTER – A letter for you to give to the parent or guardian of each team member. Please make copies and ensure that parents/guardians receive one at least 2 weeks before the tournament. At the same time, you should provide the publicity release form.
- FIRST CONSENT RELEASE FORM –It releases FIRST LEGO League from certain claims and permits the use of photographs/video. Please have the parent/guardian of each team member sign a copy of the form and return it to you prior to the tournament. **WE NEED A SIGNED RELEASE FORM FOR EACH OF YOUR TEAM MEMBERS.** Please be prepared to turn in these release forms at the qualifying tournament registration desk. If one of your team members does not return the Release form, please let us know when you check in at the tournament. They will not be able to compete or enter the Pit Area. An adult should stay with them out in the public Commons Area. This document is available in English and Spanish.
- DIRECTIONS TO HILLSBORO HIGH SCHOOL
- HILLSBORO HIGH SCHOOL TOURNAMENT SITE MAP