

FIRST LEGO® League Tournaments

Job Title	Responsibilities	Min	Max	Start Time	End Time
Competition Area					
Table Coordinator (Friday)	Manage the receipt of competition tables from teams, Friday setup: Receive tables to proper location for set-up Mark tables for identification and accurate return	2	4	4:00pm	7:00pm
Setup (Friday)	Setup score tables, Team and Volunteer Check-in tables (w/equipment & info.) Arrange Pit area, presentation rooms, all tables, run power cords. Arrange Food Tables in Volunteer Lounge. Post all directional signs. The earlier and the more volunteers - the faster this goes!	15	20	2:30pm	10:00pm
Competition Table Setup (Friday)	Coaches needed to setup challenge tables Friday night.	4	6	7:00pm	9:00pm
Table Coordinator (Saturday)	Manage the return of competition tables from teams. Saturday afternoon take down: Direct return of tables to staging area Manage table return to their rightful owners	2	4	3:00pm	6:00pm
Ready Field for Award Ceremony ***** Event Cleanup	Move Competition Tables out - for Award Ceremony ***** Pack up score table, referee materials, handouts. Collect Directional Signs for reuse. Stack empty boxes for recycling, etc.	10	15	Approx 3:30pm	Completion
During the Event					
Referees	Before Event: Learn the challenge rules, missions and scoring details. During Event: Setup field, govern action, make judgment calls, and record performance.	12	15	7:30am	3:30pm
Robot Score Entry	Validate & enter scores, display rankings (computer experience required)	5	5	9:00am	3:30pm
Table Reset	Reset all LEGO pieces after each match.	3	6	3:00pm	3:30pm
Table Runners	Collect and validate score sheets after matches errands as needed (find core team member for questions,)	2	2	9:00am	3:30pm

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Pit Area					
Pit Boss	Pit Boss oversees Escorts and Team Queuers. Identify all areas of event center, especially locations of judging areas.	1	1	8:00am	3:30pm
Team Escorts Team Queuers	Escorts and Queuers - help teams to/from competition matches, to judging areas (research presentation and interviews) as needed.	3	4	9:00am	3:30pm
Practice Table Boss	Coordinates Practice table Attendants. Instruct them to remind teams that <u>All LEGO parts remain</u> on practice tables when they exit, and... to <u>TAKE their robot</u> with them.	1	1	9:30am	3:30pm
Practice Table Attendants	Coordinates teams to share the practice tables. Help teams remember <u>All LEGO parts remain</u> on practice tables when they exit, and... to <u>TAKE their robot</u> with them.	3	4	9:30am	3:30pm
Judging Area					
Judges	Robot design and programming, Innovative Research Project, Teamwork	36	42	7:30am	5:00pm
Judge Helper	Assist Head Judge - make copies if needed. Manage Team Queue to Judging Activities Help organize Team information sheets so that judges have them shortly after 9AM. Will have two copies of each team's info sheet. Need to separate into two piles and order according to when appropriate interview will happen. Coordinate with Pit Boss to have enough Queuers in the Judging area.	3	6	9:00am	5:00pm
Team Escorts Team Queuers	Escorts and Queuers - help teams to/from competition matches, to judging areas (research presentation and interviews) as needed.	3	4	9:00am	3:30pm

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Entrance Area					
Volunteer Check-in	Collect FIRST Consent Release Form. Direct volunteers to Lounge for coffee, & a bite to eat. Direct Judges and Referees to training areas. Provide direction, assistance & information to volunteers, attendees & guests.	4	6	6:45am	3:00pm
Team Check-in	Collect Team paperwork and Registration fee (when applicable) Hand out T-Shirts (when applicable) Provide direction, assistance & information to volunteers, attendees & guests.	1	4	7:00am	10:30am
Greeters	This role is designed for smooth flow at both Team and Volunteer Check-in Tables. <ul style="list-style-type: none"> Greet each Team and each Volunteer as they enter the building. Ask if they have their Consent/Release Form with them and filled out. If Yes, wave them on to the Team or Volunteer Check-in Table. If No, hand them a Consent/Release Form, and direct them to a table to fill out. Ask them to take completed form to appropriate Check-in Table. 	5	6	7:30am	9:00am
Photographers	Record the day's activities. Pictures may be posted for later download by teams and used in a slide show. Must have a digital camera.	2	4	8:30am	5:00pm
Videography	Record the day's activities, especially Robot Competition matches. Digital camcorder.	2	4	9:00am	5:00pm
Food (Saturday)	Set up Breakfast/Lunch in Volunteer Lounge. Keep area clean throughout the day. Work with Venue maintenance staff. (Ask them to remove trash when necessary)	2	2	7:00am	12:30pm
Please check in about $\frac{1}{2}$ hour prior to your shift to grab a beverage and a little something to eat. All ending times are approximate.					