

FIRST LEGO League Master Schedule

For events with project, technical, and core values judging

The Sample Schedules are set for events with the following setup:

- Minimum of 5 qualification matches per team (preferred in MA)
- Two judges per room
- Room for the competition tables* listed

These sample schedules are designed to help prepare you to run your tournament. In the end, it is up to you as the Event Manager to understand your capabilities and ensure you deliver a quality, on-time event for your teams.

All the schedules are in Excel (.xls) format, and have multiple tabs for the various elements of the event. All schedules utilize a model of morning qualification matches & judging, followed by a lunch break, then an afternoon elimination tournament and simultaneous judge deliberation.

Additionally, these schedules also utilize 'event numbers', where teams are assigned a temporary Team Number during the event. This is done simply for the ease of the event scheduling and printed materials. If you utilize the same schedules and event numbers year-to-year, you are not delayed in making or printing your materials until your team list is finalized. If this is not preferred, some make the schedules auto-populate with the real team numbers (see the 9 Team Sample for an example).

Lastly, all the schedules use the "Group" method for the teams and judging. Other events might intersperse judging and matches throughout the day, but this can be more challenging to adjust if something falls behind and also puts a lot of pressure on the teams to know when and where they need to be at every minute.

The concept behind the schedule is relatively simple. The teams are split up into groups. Each of these groups is assigned a volunteer who serves as their "Group Leader". They send them out for matches, walk them to their judging sessions, and are the go-to person for those teams for the entire event. The Group Leader concept is great for both teams and the event, since the coaches are confident they have a 'go-to' person to answer questions and help them get to the right place on time. Additionally, these volunteer each serve as the pit admin, queuer, rules enforcer and general info desk for their teams so it eliminates the need for other volunteers to do those jobs on a greater scale.

To understand which teams and how many are assigned per group, look at the "Judging" block in the main schedule tab. Each set of teams going to judging together is a group.

Each team gets the same number of matches and the same time with the judges. Each group has a time blocked off for them to go to the judging sessions. Provided

the competition tables and judges areas stay close to on schedule, there is never a concern or possibility that teams will miss a match or have to cut short their time with the judges. The judging pairs for each discipline (project, technical, core values) are setup in different rooms and the teams move from room to room to cover each discipline.

When their judge session starts, a team enters their assigned room and has 10 minutes total with the judges (including any setup time or Q&A). The team exits the room to prepare for their next session while the judges in the room discuss and complete their rubric (2-5 minutes). The team then moves on to the next judging room, and so forth. If a team is choosing not to participate in one of the judging sessions, those judges simply have a break for that time. Time is built into the judging block for slight delays in competition schedule that cause backup, travel to and from the competition venue, and time for the judge or judge team to discuss the two teams they just saw and complete their scoring sheet.

Overall time should be kept by a volunteer outside the judging rooms. Once all teams enter their designated room, time is marked. When one minute remains, indication should be made (opening a door, holding up a sign, etc). When time is complete, judges must make the team stop and swap. Delays by one team will cause problems for both teams and both sets of judges.

The important rules to remember and to make sure your judges are aware of:

- Teams are only given 10 minutes, including setup, with the judges. Depending on the discipline, activities within this time may be structured further.
- Parents and coaches should not be allowed in the judging room, even during setup (MA Rule). Extenuating circumstances may apply to students with special needs.
- Judges should continually review their rubrics throughout the day to make sure they are fairly judging teams in comparison to each other and to make the final decisions easier.
- Judges who have a conflict of interest should state it when the schedule is announced so another judge could take their place.
- Judges should remember to leave their personal opinions about the topic or results out of their decision-making. The goal is to evaluate the thoughtfulness of the idea, effort expended, and scientific principles used.

*A "Competition Table" is two setup FLL Field Sets abutting so they have a common mission as defined by FLL game play.