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Purpose of this Document
The purpose of this document is to describe participation procedures and expectations for teams in the Northwest Florida Region. In the following pages, teams will find information on important details and deadlines for before, during, and after official tournaments that are under the jurisdiction of Doolittle Institute. All procedures discussed in this manual are implemented equally at all tournaments in our region.

Revisions to this Document
Revisions and addendums to this document will be emailed directly to coaches through our regular Coach Blast emails that come through MailChimp.

What is the difference between FIRST® and Doolittle Institute?
- **FIRST** (For Inspiration and Recognition of Science and Technology) is the global organization, headquartered in New Hampshire, that provides innovative, engaging, mentor-based programs designed to inspire young people to be science and technology leaders and innovators.
- **Doolittle Institute** is the Program Delivery Partner for the FIRST LEGO League program, managing all program delivery activities, including supporting team development in our region.

Contacting Us
We encourage teams to contact us with any questions, including Judging or Robot Game clarifications. You can always get in touch with us via the contact information provided below. The staff and Regional Planning Team of Doolittle Institute are responsible for managing all aspects of the FIRST LEGO League Program in the Northwest Florida Region. We’re happy to help!

The Tournament Director is your first point of contact regarding any event-specific questions you have related to a particular competition - but only after your team has successfully registered for that event. Otherwise, please contact Doolittle Institute staff. FIRST LEGO League teams with additional inquiries can also contact FIRST directly by emailing firstlegoleague@firstinspires.org.

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Finding Information

Emails

- All teams can have up to three (3) contacts listed on their Dashboard Account at www.firstinspires.org.
  - Coach 1, Coach 2, and Team Administrator otherwise known as Purchaser.
- Emails from Doolittle Institute will be sent to the contacts associated with a team’s account.
  - We utilize MailChimp for our communications; make sure FLL@doolittleinstitute.org is saved in your address book!

Coach Blasts

- Team contacts will be automatically added to the Doolittle Institute Coach Blast mailing list.
- Coach Blasts are your primary source of information and updates.
- There will be at least one Coach Blast each month.
- Coach Blasts will also be added to the Coach Blast Archive on our website at https://doolittleinstitute.org/workforce-development/fll/.
- Got a team parent or mentor that’s not a listed contact, but still wants to receive the Coach Blasts? No problem! They can also sign up on our website.

Online Resources

- The FIRST Website: http://firstinspires.org/ - Register your team here and load your team contacts
  - Event Registration happens separately and only after your team is registered with FIRST.
- The FIRST LEGO League Website: http://firstlegoleague.org/ - Global information on FLL
- The LEGO Education Website: http://education.lego.com/ - Purchase your LEGO Robot parts
- Northwest Florida Resources: https://doolittleinstitute.org/workforce-development/fll/
- Northwest Florida FLL Coach Collaboration Network (Facebook Group) https://www.facebook.com/groups/FLLNWFCoaches/?ref=group_header

Find us Online

- Website: https://doolittleinstitute.org/workforce-development/fll/
- Facebook: https://www.facebook.com/groups/FLLNWFCoaches/?ref=group_header
Starting the Season

National Registration
The first step is to get your team registered with FIRST. All teams must first register with the national registration system. You can access a step-by-step guide to registration on our website at: https://doolittleinstitute.org/workforce-development/fll/

As part of national registration, teams will pay the registration fee and order the Challenge Set. The Challenge Set includes the season’s mat and LEGO elements that form the competition field. There is an option to order an EV3 MINDSTORMS Kit from LEGO Education, if needed.

This registration process is required and only teams with valid registrations and official team numbers (class packs do not have official team numbers) will be allowed to participate in official FIRST LEGO League events.

It is important to keep the following in mind:

● All teams must have a minimum of 2 and a maximum of 10 team members. In total, each FIRST LEGO League Team can only have up to 10 total student team members that work on the Robot and Project. Additional student involvement beyond 10 team members is unfair and grounds for disqualification. If you have more than 10 students that want to be involved in FIRST LEGO League, consider splitting them into multiple teams.

● Every student team member must be between the ages of 9 to 14 as of January 1 of the Challenge Release Year. For the CITY SHAPER Season, any student who is 9 to 14 or younger as of January 1, 2019, is eligible to participate in FIRST LEGO League. We greatly value older minds, but they are unable to participate. Older students that want to be involved should consider mentoring a FIRST LEGO League team or joining a higher-level FIRST program.

● Each team must have 2 screened adults (listed on your team roster) to supervise only your team.

● All students can only be a member of one FIRST LEGO League Team.

Registration for Returning Teams
Returning teams keep their team number and, unless expired, returning coaches do not need to re-complete Youth Protection Plan (YPP) screening. Once a team updates their information, they will be granted access to purchase a Team Registration, Challenge Set, and other LEGO products.
Team Information and Form Submission

Once you have successfully registered your team with FIRST, it is important to complete all of the required paperwork.

**Step One: Update Your Northwest Florida Team Information**

Create your Team Information Sheet. You can also download the document from our website.

You are required to provide this document to the Tournament Director for any event(s) you attend, including Practice events. The Team Information Sheet will be made available to Judges, the Judge Advisor, the Head Referee, and possibly the Event Emcee. While not a factor in judging deliberations, the Team Information Sheet will help your team be more memorable!

Please be sensitive to any team names that might be offensive or violate branding standards (see below). Any serious concerns will be addressed to the coach via email.

**Branding and Design Standards**

FIRST® and LEGO® own trademarks to their brands and require them to be used in specific ways. For full details, visit https://www.firstinspires.org/brand. Brief examples include:

- **When using the FIRST® Word mark, always do the following:**
  - FIRST should always be in italics and always in CAPITAL LETTERS.
  - No period between the letters.
  - Registered trademark symbol should always be superscripted.

- **Do not alter the FIRST or FIRST Program Logos. ONLY use as distributed.**
  - Do not change the colors, alter the icon, typographic elements, rotate or distort.
  - Do not put in tight graphics or add borders.

- **LEGO® should always be in all capital letters and have the registered trademark emblem superscripted as well.**
  - Example of correct full program name: FIRST® LEGO® League

- **Do not use the abbreviated program name: FLL.**
Step Two: Update Your Team Roster
Coaches will need to work with students’ parents to add all members of the team into the national registration system. Doolittle Institute needs this information to be completed to ensure compliance with FIRST LEGO League participation rules and to ensure that all forms get processed appropriately. You will need to ensure that you have the full name and birth date for all team members, including coaches and mentors.

Step Three: Submit the Required Forms
Ensure that a Consent and Release form is submitted for all participants by logging into the FIRST Dashboard. Any paper version(s) of the form will need to be turned in directly at Registration for any Tournament you attend.

FIRST LEGO League requires the following information on each Consent and Release form: (This refers to the paper version only. Otherwise, the forms will be rejected.)

- Participant full name
- Physical Address or Email Address (both preferred)
- The Parent/Guardian name and Date of Birth of the Student
- It must be signed by the Parent/Guardian.

FIRST centrally manages the collection of Consent and Release forms. Coaches will create their roster in the online registration system and invite parents to fill out the forms online. Parents will need to create accounts with FIRST and complete the forms for their children. Instructions can be found at www.firstinspires.org/sites/default/files/uploads/resource_library/youth-registration-guide-v3.pdf.

Paper alternatives will be in place for parents without access to the internet/computer and can be found at www.firstinspires.org/sites/default/files/uploads/resource_library/first-youth-team-member-paperwork-2016-2017.pdf.
Northwest Florida Events

For the FIRST LEGO League CITY SHAPER\textsuperscript{SM} season, there are Kickoff, Workshop, Practice, Qualifier and Championship Events. In-between all of these regular season events are plenty of opportunities for outreach. Teams may be asked to attend outreach events, help showcase to potential sponsors, or have fun opportunities to take part in. Stay tuned to the Coach Blasts coming from \texttt{FLL@doolittleinstitute.org} for more details, including season schedule.

**Events Timeline**

- Practice Events will be held between October and November.
- Qualifying Tournaments will be held between December and January.
- The Championship Tournament will be held on February 21-22, 2019 and will accommodate 24 teams.
- The Florida FIRST LEGO League State Invitational will take place at Northwest Florida State College, March 27-28.

**Northwest Florida Event Registration Fees**

Most events require a separate registration fee. Open practices are managed directly by event directors. Watch your Coach Blasts for more information.

Registration for all other events will be managed by Doolittle Institute through Eventbrite. Watch your Coach Blasts for information and access. Lots of important information in those Coach Blasts!

*Each team will only be allowed to attend one qualifier.*

**Event Fees**

- Pre-Qualifier- $50
- Qualifier- $75

**Refund Policy**

No refunds, except under extreme circumstances, will be accepted. Refund requests will be handled on a case-by-case basis.
Registration & Assignment Process

- Event registration for pre-qualifiers opens October 1, 2019 and closes October 15, 2019.
- Event registration for qualifiers opens November 1, 2019 and closes November 15, 2019.
- Teams will register via Eventbrite with an access code. Access codes are provided to teams after confirmation of national registration and two screened coaches.
- Sign-ups are on a first-come, first-served basis. We have enough events in geographic proximity to the location of our teams that event access will not be limited by travel restrictions.
- Teams will automatically receive email confirmations for each event they sign up for from the Eventbrite system.
- Teams are not allowed to participate in more than one Pre-Qualifying event and one Qualifying Tournament, although they are allowed to attend as spectators (all ages) or volunteer (ages 12+) if they wish at events. Our programs are excellent opportunities for students to complete service hours for Bright Futures and other scholarships.
  - If space allows after October 15th, teams can register for additional Pre-Qualifying events through October 18th. Information regarding this will come out in Coach Blasts.

We encourage teams to read the FIRST LEGO League Event Guide to prepare for their upcoming events. Region specifics for events are outlined below.

Types of Events

To prepare for your events, review the FIRST LEGO League Deliverables document. All FIRST LEGO League events are free to attend and open to the public.

Pre-Qualifier Events

Pre-Qualifier events are designed to be Tournament-style: This style sets up a venue to emulate a Qualifier schedule with the Robot Game and a judged session covering Robot Design, Research Project, and Core Values.

These events are not meant to intimidate teams and it’s not about being “ready”; our volunteers are trained and ready to help teams at these events!

Qualifying Tournaments

Qualifying Tournaments, or “Qualifiers”, are official sanctioned events for officially registered teams and lead up to the Northwest Florida Regional Championship. Teams that receive official bids at their Qualifier will advance to the Northwest Florida Regional Championship.

Regional Championship

This is the highest level of an event in our Northwest Florida Region. Teams can advance from the Regional Championship and go on to other invitational events.
General Event Policies and Procedures

Registration and Assignments

● Once an assignment has been made for any event, it is final and will not be changed with few exceptions.
  ○ Teams cannot swap tournaments under any circumstances with the exception of a certifiable medical emergency for the adult(s) running the team (documented and signed by a licensed professional). Feeling as if the team is ‘not ready’ does not count - everyone has the same amount of time and with our fair judges, your team will most likely do better than you can imagine if you just show up.
● We do not maintain a “waitlist” for any events. Teams who do not make it into their preferred event(s) will be offered another event that they can choose to register for.
● We do not give preference to rookie or veteran teams when making event assignment decisions. All assignments are made in accordance with the specific policies noted below.
● In the event of technical difficulties encountered with registration, Doolittle Institute will notify teams via a coach blast to explain the issues and place registration on hold. A new registration date and time will be communicated and teams will be given at least 3 days’ notice, including at least 1-full business day of notice for a new registration date and time. Previous registrations made when technical difficulties were encountered will be wiped and not apply.

Event Drop or No Show Policy

It is important for teams to understand that all Tournament Directors are volunteers giving many hours of their time to provide teams with a fantastic experience that allows all FIRST LEGO League Participants to celebrate their accomplishments and enjoy a journey of discovery.

For this reason, once a team registers to attend any Practice or Qualifier Event, the team is required to attend the event. Under extreme circumstances, which must be approved by Doolittle Institute Staff, an exception may be made. If the team did not want an event, they should not have registered to attend the event. If a team drops or no-shows from any event after they have registered, the following policies are in effect:

● Event fees will not be refunded.
● Dropping or no-showing an event does not guarantee a replacement event can be scheduled.

If the team fails to attend their registered event, it will be considered a serious violation of Gracious Professionalism® and the team will be disqualified from advancing beyond a Qualifier Event (to the Regional Championship or beyond). Teams who are unable to make an event must notify the Tournament Director and the Doolittle Institute Staff by contacting FLL@doolittleinstitute.org at least two weeks prior to the event.
**Event Cancellation Policy**
The safety of all program participants is of utmost priority. In the event of inclement weather, or another circumstance that could adversely affect the safety of any participants, Doolittle Institute, at the discretion of the Program Manager with help from the Tournament Director and Venue Staff, may cancel an event. If a cancellation occurs, Coaches and Volunteers will be notified by email and phone based on the contact information listed in the *FIRST* Dashboard/Volunteer Registration System. Doolittle Institute will work to reschedule the event, if possible, or will work to make other accommodations for teams as necessary to ensure a globally consistent *FIRST* program experience.

**Check-In Procedures**

- Only a Coach of a team may check the team in. Coaches are not allowed to send any other designee to complete the check-in process. A coach will have a *FIRST* Dashboard and be listed as Coach 1 or Coach 2.

**Practice Tables**

Practice Tables are provided at events for teams to test new code and make final tweaks to their robot. Guidelines for the practice tables are as follows, and managed by Pit Admin:

- On a first-come, first-served basis after Opening Ceremonies, teams can sign-up in 5- to 15- minute increments at Official Practice Tables.
- Teams that hoard tables excessively may impact their ability to win awards at tournaments.
- Practice Tables will be setup to the best of the tournament host’s ability; however, we cannot guarantee that they will be perfectly in line with the specifications of the Challenge.
Robot Game

- Only Coaches and Team Members are allowed into the Queuing area.
- Teams are not allowed to bring another robot or any other electronics, including a computer, to the competition table. Programming must be done in the pits.
- Teams must verify the setup of the field with the Referee before a match starts. No exceptions.
- 2 team members who operate the robot should follow the referee’s instructions at the tournament table. These are called technicians. They should not be afraid to ask the referees if they have any questions or concerns.
  - At the end of each match, the referee will ensure the scoresheet accurately reflects the condition of the field. The referee will then review your team’s scoresheet with the 2 technicians, including completed Missions and penalties. This is your team’s chance to bring up any difference of opinion. A student team member must talk to the head referee if there is any disagreement.
  - After the referee and technicians have discussed the scoresheet, a team member must sign it to signify the team’s official endorsement.
- The Referee’s ruling on the field is final. Make sure your team and its supporters are prepared to graciously accept the referee’s final decision.
  - Video footage will not be used by Referees as a factor in rulings.
- Teams may request a score verification. There are situations where the score sheet does not get properly entered into the scoring computer. If a team feels that their score sheet was not entered properly, a student team member can approach the Head Referee and request that the score be verified. (Team members, coaches, and parents cannot approach the Scorekeeper.) The Head Referee will then decide if a score verification is necessary.
  - A warning to teams: abuse of this ability can result in a Core Values Concern being reported to the Judge Advisor or may prevent the team from asking for score sheet verifications in the future. All score sheet verifications will occur at the discretion of the Head Referee.

Judging Sessions

- Teams must attend their judging session in order to be eligible for any awards at the tournament.
- In the event of a conflict between the Robot Game match schedule and the judging schedule, teams will attend their judging sessions. The Head Referee will schedule additional matches as needed.
- Spectators
  - 2 adult spectators are allowed in the judging room. All spectators must be registered with FIRST and be listed on the team roster.
  - Spectator is allowed to video session to share with the team ONLY after the event concludes.
20-minute Team Judging Session
- 2 minute Core Values Activity– no poster required
- 1 minute changeover time (coach team interaction allowed)
- 5 minute Project Presentation
- 2 minutes questions about the Project
- 1 minute changeover time
- 5 minute Robot Design judging– no game table will be in the room. This is where you will present your oral RDES.
- 4 minutes open questions from judges

Award and Advancement Eligibility
To be considered for any Award, teams must:
- Match age requirements.
- Have 10 or fewer team members.
- Participate in all three judged areas and the Robot Game.
- Have all team members participate in each judging session.
- Demonstrate Core Values and have no behaviors serious enough to warrant disqualification.

Special Award Eligibility Requirements and Considerations:
- To be eligible for Project Awards, teams must complete all three parts of the project.
- To be eligible for Robot Design Awards, the Robot must be built within the rules of the Robot Game, in addition to the presentation of a Robot Design Executive Summary.
- To be eligible for Core Values Awards, teams and all parties associated with the team (Coaches, Mentors, Parents, etc.) must uphold and display the Core Values, Gracious Professionalism®, and Coopetition®. Failure to do so may impact award eligibility in general.
- To be eligible for the Robot Performance Award, teams must participate in all three judged areas in addition to the Robot Game.

In order to qualify for Advancement (moving to the next level of competition), teams must:
- Meet all aforementioned Award Eligibility Requirements
- Complete all required sections of the Project
- Perform well in all three judged areas and the Robot Game

Note: It is possible for a team to receive a 1st Place in one of the four areas Core Values, Innovation Project, Robot Design or Performance Award but not advance to Championship if the team does not score well in the other three judged areas.
To review how the Champion’s Award is determined, the Judging FAQ can be found at www.firstlegoleague.org/challenge.
**Adult Intervention**

It is easy for anyone to get caught up in the excitement at tournaments, but they are the team’s opportunity to shine. Adults play an important role in coaching and supporting the team, but **the team’s robot and Project must be the work of team members**. If judges or referees notice adults directing a team’s performance, cuing the team, or prompting children, they may ask the adult to leave the immediate area.

Judges are trained both to give any benefit of the doubt to the team and to recognize an overabundance of adult participation. A team’s inability to answer questions, or to make robot adjustments without the direct assistance of an adult, will be evident and will impact award eligibility.

**Alternate Bids**

Teams attending a Qualifier may be offered an “alternate bid.” An alternate bid is a bid issued to a team that might not have met the necessary requirements to advance or was lower in overall ranking at the event so they were not selected to advance but the Judging Panel still feels strongly about. If the Judging Panel at the event believes that the team has strong potential for growth if they move forward or that they are a good candidate for replacement, they may be offered an alternate bid.

Only 1 “alternate bid” per-event may be issued. If a team is offered an alternate bid, they are entered in as a “representative” for the event from which they were nominated. If a team that was offered a bid and is advancing to the Regional Championship drops or cancels from attending the event or chooses not to accept the bid, then the alternate team from that event will be invited to attend. In the event that more than one team from a single event drops or chooses not to accept the nomination, additional alternate bid teams from other events will be selected by a random lottery.

**Volunteer Success**

Volunteers are the secret sauce for making the *FIRST* mission possible. Without the positivity, energy, and passion of our volunteers, we would not be able to provide the environments or experiences of *FIRST* LEGO League to our region.

Sometimes, however, volunteer recruitment and retention can be difficult for Tournament Directors with limited resources.

- We strongly recommend that every first or second year coach of a team that registers for any Qualifier should register an adult team representative, whether it is a coach or another adult associated with the team, to judge another Qualifier in the region that their team(s) will not attend or be affiliated with. This allows new teams to observe more experienced teams and have a representative with hands-on experience of the judging practice.
- Coaches and team members (ages 12 and up) are encouraged to volunteer in other roles at events that their team is not registered to attend.
Global Standards

Our Core Values
The FIRST Core Values are a fundamental component of the program, which distinguishes FIRST from other programs of its kind. We express the FIRST philosophies of Gracious Professionalism® and Coopertition® through our Core Values:

Discovery: We explore new skills and ideas.
Innovation: We use creativity and persistence to solve problems.
Impact: We apply what we learn to improve our world.
Inclusion: We respect each other and embrace our differences.
Teamwork: We are stronger when we work together.
Fun: We enjoy and celebrate what we do!

Commitment to Equity, Diversity, and Inclusion
FIRST and Doolittle Institute are committed to fostering, cultivating and preserving a culture of diversity and inclusion. We embrace and encourage differences in race, ethnicity, national origin, sex, gender, gender identity, gender expression, disability, age, religion, income, or any other characteristics that make our adult-force and students unique.

Exploring, developing, and implementing strategies to become more inclusive and ensure access to our programs to all students (as well as access to key support) is critical for FIRST to reach its goal and mission. ALL young people should have the opportunity to become science and technology leaders. FIRST will remove barriers to program participation for underserved, underrepresented students. Pursuant to that end, FIRST Diversity & Inclusion is a concerted, organized effort to develop strategies to make its programs more accessible and inclusive. FIRST does not discriminate on the basis of race, color, national origin, sex, disability, age, status as a veteran who served in the military, religion, gender, gender identity, or gender expression in its programs and activities. Diversity and Inclusion Training is available to aid in this endeavor.

Cultural Sensitivity Statement: FIRST is a non-denominational, non-partisan public charity that welcomes all cultures and religions to participate in our programs and activities. We are guided by sensitivity and respect for others, embracing a common goal of inspiring, engaging, and encouraging youth of all backgrounds to be part of the FIRST community and embrace the wonders of science and technology.

Commitment to Youth Protection
FIRST and Doolittle Institute are committed to providing a safe and secure environment in which all participants are able to freely and easily access FIRST programs. While participating, we want everyone to be safe. FIRST provides training and certification to Coaches, Mentors, and Volunteers regarding Youth Protection which is available online through Schoology. For more information, please contact FLL@doolittleinstitute.org.
Season Overview

FIRST national registration opens **May 1, 2019** and closes **October 30**. Local event registration for pre-qualifiers opens October 1, 2019 and closes October 15, 2019. Local event registration for qualifiers opens November 1, 2019 and closes November 15, 2019.

**August - September**
Global Game Reveal
Volunteer Recruiting and Training
Regional Kickoff

**September - October**
Volunteer Recruiting and Training
Practice Events

**November**
Volunteer Recruiting and Training
Pre-Qualifier Events

**December**
Qualifier Tournaments Begin (teams start to advance to Regional Championship in February)

**January**
Qualifier Tournaments and advancement to Regional Championship in February

**February**
Regional Championship in Tallahassee

**March**
Florida State Invitational at Northwest Florida State College