

FIRST LEGO League Tournaments

Job Title	Responsibilities	Min	Max	Start Time	End Time
Referees	Before Tournament: Learn the challenge rules, missions and scoring details. During Tournament: Setup field, govern action, and make judgment calls and record performance.	6	24	8:00am	3:30pm
Table Setup (Friday)	Coaches to setup challenge tables Friday night.	4	6	7:00pm	9:00pm
Setup (Friday)	Arrange Pit areas, presentation rooms. Make signs, cover gym floor. Setup Gym with score tables, info tables, registration/check-in tables, tables for competition, trophy table, and coffee station.	10	15	7:00pm	9:00pm
Setup (Saturday)	Help bring in challenge tables, setup food. Can combine with other jobs (e.g. score table, information, registration, etc.)	5	5	7:00am	12:30pm
Registration Table Attendant	The Registration Table Attendant will manage all activities at the Registration Table, check-in teams and volunteers and hand out team packets (shirts, medals, etc.). The Registration Table Attendant works under the direction of the Volunteer Coordinator.	5	5	7:00am	12:30pm
Score Table	Validate & enter scores, display rankings	2	3	9:30am	3:30pm
Runners	Collect score sheets after matches errands as needed (find core team member for questions,)	2	2	9:00am	3:30pm
Team Escorts/Queuing	Escort teams to/from matches, research presentation and interviews as needed.	3	4	9:00am	3:30pm
Practice Table Boss	Help teams share the practice tables.	0	5	9:30am	3:30pm

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Judge Helper	Help head judge - make copies, etc. Escort teams to/from presentation rooms & match Help sort/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.	3	6	9:00am	5:00pm
Judge	Robot design and programming, Innovative Research Project, Teamwork	6	24	8:30 am	5:00pm
Event Cleanup	Help with cleanup of facility, e.g. move tables, chairs; take down signs; pack up score table, referee materials, handouts, etc.	5	7	2:00pm	3:00pm
Information Table Attendant	The Information Table Attendant will provide direction, assistance and information to event volunteers, attendees and guests. The Information Table Attendant works under the direction of the Volunteer Coordinator.	2	2	8:45am	3:00pm
Registration Check-in	Help with team & volunteer check-in.	1	4	7:00am	1:00pm
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
Videographer	Record the day's activities, especially the robot matches. Have digital camcorder.	2	4	9:00am	3:30pm

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