

FIRST LEGO League Tournaments

Job Title	Responsibilities	Min	Max	Start Time	End Time
Shopper	Acquire Gift Cards from local grocery stores or large warehouse stores in advance of tournaments. Purchase and deliver volunteer refreshments (drinks, juices, snacks) on tournament day.	5	10	3wks in advance	10:30 am
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 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
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
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
Greeter Saturday	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
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

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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
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PIT BOSS Team Escorts, Queuing	Pit Boss oversees Escorts and Team Queuing. Escorts and Queuing - help 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. Help teams remember <u>All LEGO parts remain</u> on practice tables when they exit, and... to <u>TAKE their robot</u> with them.	0	5	9:30am	3:30pm
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
Team/Volunteer Registration Check-in	Help with Team Check-in. Direct teams to Pit. Help with Team Check-in. Direct volunteers to Lounge for coffee, and a bite to eat.	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

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Videographer	Record the day's activities, especially the robot matches. Requires you have a digital camcorder.	2	4	9:00am	3:30pm
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