

Iowa *FIRST*[®] LEGO[®] League Championships

January 13-14, 2018 Volunteer Guide HYDRO DYNAMICSSM

**IOWA STATE
UNIVERSITY**
College of Engineering

Location and Contact

Location: 4220 Sukup Hall, 609 Bissell Road, Ames, IA 50011

Contact: Camille: 515-291-0003 email: flvolunteer@iastate.edu

Parking: <https://www.fpm.iastate.edu/maps/>

Introduction

Thank you for volunteering to give up your time to help us deliver a great tournament experience for the 120 *FIRST*[®]LEGO[®] League teams who have spent months preparing robots and presentations!

We welcome you to the Iowa *FIRST*LEGO League State Championships. Your day will be spent helping teams, children, and spectators have fun and learn about engineering, science, and technology.

Teams from all over Iowa will be here testing their robots, running to various outreach events working as a team, and presenting their research on the challenges many face every day. Our main goal is for everyone to be safe and have fun. You can count on kids looking to you as role models and bouncing with enthusiasm to show you what they have learned. Who knows, they might even inspire you!

The FLL experience is more than building robots or attending competitions. The most important element is the children uniting to form a team and how the program impacts each child as an individual and as a team member.

We couldn't run this tournament without your expertise, wisdom, patience, and energy. We thank you for your dedication and preparedness for the event.

Basic Schedule

7:15 AM	Check-In: -Team Helpers -Traffic Control -Pit Watchers -Info Desk
7:30 AM	Check-In: -Photographers -Floaters
8:00 AM	Check-In: -Judge Assistants -Timers -Queuers -Future FLL -Ops Assistants -Referees
9:00 AM	Opening Ceremony (open to the public)
9:30 AM	Judging Begins (only Project and Robot Design judging are open to the public)
9:30 AM	Official Robot Rounds Begin (open to the Public)
See Below	Lunch
2:30 PM	Robot Game and Judging Ends
2:30 PM	Outreach Activities while Howe Hall closes to prepare for closing ceremonies
2:30-5PM	Clean-Up/Reset
3:45 PM	Closing Ceremony (Open to the Public)

Volunteer Check-in

Volunteer check-in will run from 7:15 AM – 8:00 AM. Please check in at 4220 Sukup Hall (4th floor of the Biorenewables Complex buildings – elevator available). Please arrive with enough time to check in and report to your assigned area at the designated time. The volunteer room is also where you will check out at the end of the day.

At check-in, you will:

1. Check-In
2. Fill out consent form (if needed)
3. Pick up a volunteer t-shirt to wear
4. Pick up information on your volunteer role
5. Fill out a name tag to wear throughout the day
6. Go to your assigned location
7. Have fun!

Please dress in comfortable and appropriate clothing – jeans (no rips, please) and comfortable shoes as you may be on your feet a lot during the competition day, and we want you to be as comfortable as possible. We will provide you with a volunteer t-shirt we would like you to wear throughout the day.

Consider showing your sense of fun by wearing a silly hat. Teams will come to the competition in themed clothing, and you can join the fun, too, by wearing a fun hat.

Hospitality

We will be providing pizza, cookies and and pop/water for lunch. The times listed below are approximately what time you will be eating lunch based on your role.

	Lunch will be available 11:15-12:30 and is located in 4220 Sukup Hall (same place as check in)	
11:15 AM	-Future FLL -Photographers	-Ops Assistants
11:45 AM	-Judge Assistants -Judging Queuers -Referees	-Timers -Robot Game Queuers
See Below	-Team Helper* -Floaters **	-Traffic Control** -Pit Watchers**

*Team Helpers will eat when their teams eat and be ready to join their teams when they are finished.

**All Traffic Control, Floaters, and Pit Watchers will rotate to make sure there is at least one person in the location at all times.

Important Reminders

- **Bring** your smile, humor, silly hats, cellphone (on silent), but not your children or valuables. The volunteer room will be monitored but we are not responsible for lost or stolen items.
- **Dress appropriately:** Avoid inappropriate or tacky t-shirts (this is easy, because we give you one!), and poor dress (decent jeans are fine or khakis). We will be giving you an awesome t-shirt upon check-in for you to wear. Don't forget to wear some comfortable shoes. The teams are young professionals we have invited for the day – show them you are professionals also.
- **Exercise good judgment:** You have to keep up with children ages 9-14, get enough rest the night before to be useful in your position; don't arrive hung over, and if you feel you are too ill to be helpful, call us and stay home (cell phone number contact is 515-291-0003).
- **Practice good manners:** We expect all the participants to be polite, professional, and gracious – you too. This includes no profanity... remember, we're helping out kids. Keep it PG.
- **Do your job:** Don't shirk your tasks on to someone else. If you can't do your tasks for some reason, discuss it with a member of the planning team so we can get additional help.
- **Be helpful:** If you don't know the answer, give good customer service and bring them to the information desk for help. Don't feel uncomfortable about asking for help. We would rather give correct information than have you guess at a response to a team or guest.
- **About the press:** There may be TV/Radio/Newspaper reporters at the event. We have protocols, so please direct them to the Howe Hall information desk. Again, practice good judgement.
- **Stay positive:** These kids are looking up to you.
- **Always have a mind for safety:** Watch for potential risks to visitors and report anything to the main information desk in Howe.
- **Make people feel welcome to ISU,** and put your best foot forward!

Emergency Protocol

- In the event of an emergency, please contact 911 and a planning team member or info desk. 911 will not automatically know your location: provide this information immediately.
- In case of emergency make sure you contact the event organizer at 515-291-0003
- Refer people who have questions or concerns you cannot answer to the info desk
- Stay calm. Listen for instructions. Help others.

What to Report

- **Coaches working on robots, robot attachments or robot programs on the computer.** In *FIRST*[®] LEGO[®] League kids are required to do the work. Coaches should NEVER work on the robot, the attachments or the robot programming. If you see a coach interfering in this way, please report the incident to the information desk or an ISU Planning Team member in your area.
- **Team Behavior that is Exceptionally Good or Exceptionally Disappointing.** If team members or coaches impress you (good or bad), please reach out to your information desk to report it. The judges may use your input when considering teams for awards or advancement.

What is Gracious Professionalism®?

“*Gracious Professionalism* is a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community. With *Gracious Professionalism*, fierce competition and mutual gain are not separate notions. Gracious Professionals learn and compete like crazy, but treat one another with respect and kindness in the process.” –Woodie Flowers, *FIRST* Global Advisor

We expect all of the team members, volunteers, coaches and families to behave as Gracious Professionals and respect the event venue, property, other volunteers, teams, and Iowa FLL staff.

About [FIRST® LEGO® League](#)

Iowa State University College of Engineering has the privilege of leading the Iowa FLL and FLL Jr. efforts and working with committed students, individuals, volunteers and organizations that share the goal of inspiring the next generation to celebrate engineering, science and technology. We commend you for volunteering today and cheering on teams, assuming an active role in the development of today's youth into tomorrow's talented workforce. Events such as this provide participants the opportunity to showcase their learning and research and see that they are part of something larger than their own team where people work together to solve common problems.

Every year, children are given a two-part challenge that requires research to complete the Project, and engineering to master the complex missions of the Robot Game. Throughout their experience, teams will operate under *FIRST* LEGO League's signature set of Core Values. Children do the work, while learning from and interacting with adult mentors.

Tournament Cancellation Policy

Please visit the following link to get information on our cancellation policy:

<https://www.isek.iastate.edu/jrll/policies/inclement-weather-policy/>

Volunteer Roles and Descriptions

Each volunteer has been assigned a role to help us have a successful competition and stay on schedule. Please scroll through the position descriptions below and find your position.

If you have been assigned as a floater, we will be assigning you various tasks throughout the day or one of the jobs below. Please read each of the descriptions below in case you are needed to fill in for someone else.

Floaters	People of all trades. Go where needed, run around to get items where they should be, and just general help for every aspect of the tournament. You will be all over the place!
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Future FLL	Your task is to keep our free-build LEGO® area safe, tidy and spend time with kids! An area will be set up in Sukup Hall atrium. It is your job to encourage kids that walk by to create something. It is a requirement for this position to be enthusiastic and keep all the kids excited, encouraging them to invent and create in a safe environment.
Head Floater	Provide leadership! Your task is to communicate via cell phone with the volunteer coordinator to assign floaters to various positions as needed. Must be willing to download the app, GroupMe, to communicate with the volunteer coordinator.
Info Desk	These areas are where teams will register, ask questions, get materials and come for every question imaginable. This is a customer service area; consistency, smiles, graciousness, and people skills are a must.
Judge Assistants	To support the efforts of the judges, these persons are responsible for keeping their judging room organized including running miscellaneous tasks for judges, communicating with the Queuer and Time Keeper, and ensuring the judging schedule is followed and the room runs smoothly. The assistants perform other critical roles, including providing the judges with the proper team information, and providing an extra pair of eyes and ears for the judges. Sometimes a story will come out while a team is awaiting the judging process, and the Judge Assistants may be the only ones able to share the story with the judges.
Ops Assistants	Help the planning team members in charge of each building. You will be their right hand person when it comes to tasks that need to get done throughout the day.
Photographers	Take digital pictures of everything! We love having cool angles of the tournament that might not otherwise get recorded, so be creative. Take photos of teams working together, cheering, building, tense moments, and all aspects of the competition. We use these photos to create a cool slide show at the end of the day during closing ceremonies, so your work is very important to the memories of the day. Equipment is not provided, so all photographers must bring their own equipment. DSLR or comparable technology and previous experience using the equipment is desired.
Pit Watchers	As with the safety staff, we want to maintain a safe environment for teams during the day. You will be the go-to people in the team pit areas. Roles may include, but are not limited to; planning team support staff, check-in, morale booster, garbage duty, traffic control, practice table advocate, and clean up. If you notice problems or suspect theft, contact the planning team member assigned to your building immediately. We discourage guests wandering in and out of pits as we want this to be a team-only area for strategizing and communicating.
Team Helpers	To support the teams, we give them an ISU Buddy for the day. The Team Helpers keep the team on schedule; show them where to go, help out the coaches/mentors as needed, and provide a good example of what engineering and ISU are all about. These people need to be positive, fun, and enjoy hanging out with their team. Team Helpers will need to be available to greet their teams in their pit areas on the morning of the tournament and remain with their teams the day.



Timers	These people will be at the competition tables or in a judging room. You will be giving verbal or non-verbal cues to the teams to keep everything on schedule. With so many activities scheduled back to back with no wiggle room, these people are critical for a successful, delay-free event.
Traffic Control	We want to ensure the safety of everyone, especially the children. These people will be stationed in a variety of locations during the day. This position makes sure that people are maintaining clear walkways, acting appropriately, and in a safe manner while respecting ISU property.

We appreciate your assistance with ISU FLL. You make this day possible, and we know you are going to have a ton of fun volunteering!

In the event of illness or cancellation, please email: flvolunteer@iastate.edu

Day of Tournament Call or Text: **Camille at 515-291-0003**