

Before the event:

Decide if you will appoint a head referee or if you, the partner, can perform that role. This person needs to run any necessary referee training before the event and be prepared to answer questions from the referees.

Recruit your referees. If you can, pair experienced referees with first-time referees.

Decide how many robot game tables you will need, and write your schedule for all the matches.

Write your tournament schedule. For additional guidance, review the Tournament Manual.

You may be using the Event Hub which has integrated digitized scoresheets but if not, arrange how the scoresheets will be collected and how the scores will be put into the Official Judging Spreadsheet.

Choose how many Robot Performance Awards to present, and ensure the correct number of trophies are obtained.

- The four areas should have the same number of awards. For example, you may decide to have two awards for Robot Performance, so you then have to have two awards for Innovation Project, Robot Design, and Core Values, as well.

Referee training

Send your referees a link to the referee version of the *Robot Game Missions* video, the *Referee Guide and Quiz* and the scoresheet you will be using. Some referees will be more comfortable to study this before the event, but be sure to go over the same materials at your referee training session. Recap the most important points on the day of the tournament. New referees may also want to see the “FIRST® LEGO® League Introduction” document and a link to the Season video.

If possible, run a referee training session prior to the tournament day. Alternatively, you will need to run this session on the day of the event if you start early. The training should only take about an hour and include the main points and activities described below. It should be compulsory for all referees at your event.

At the referee training, be sure to clarify how to use the scoresheet and how to score teams consistently. The referee training version of the *Robot Game Missions* video will help clarify scoring requirements.

At the referee training session, you will also need to ensure that referees are confident with how to evaluate *Gracious Professionalism*® for each team at each match. *Gracious Professionalism* is part of the ethos of FIRST®. It's a way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community. Refer to page 21 of the *Robot Game Rulebook* and the section on *Gracious Professionalism* in the referee training video. Referees are observing the behavior within the teams, as well as the interactions with the referees and other teams. We expect most teams will score 3 points for accomplished.

A team might get a score of 2, for example if they show poor sportsmanship or unkindness to others. A team whose behavior is clearly above and beyond the norm of accomplished Gracious Professionalism will score 4 points for exceeds. Referees can decide whether to do the evaluation before or after the team has signed the scoresheet. The *Gracious Professionalism* scores do not feed into the Robot Game score. They do feed into the Core Values score from the judging session. Remember, *Gracious Professionalism* is how we express our Core Values in FIRST® LEGO® League Challenge.

If a team does not show for their match, they will score no points for the robot game and no points for *Gracious Professionalism*. However, if a team arrives and does not run the robot but does explain what has happened, you can give them a *Gracious Professionalism* score.

We recommend that you set up a few tables to show what the models might look like if a team had just completed a match. Ask your referees how they would score the team.

On the day of the tournament:

Set up the robot game tables for the tournament. Ideally this would be done the day before the tournament. Depending on the size of your event you may need to consider where cameras and the audience should stand.

Provide the scoring equipment that is needed at each robot game table, for example a laptop or tablet device or paper scoresheets, with clipboards and pens.

Monitor the referees during the day and step in where you feel Head Referee input is needed.

Encourage the referees to attend and enjoy the award ceremony with the teams.

Thank all your referees publicly at the ceremony. You may want to use referees to present the awards to the teams.

WELL DONE and THANK YOU.