



Central Valley Robotics

FIRST LEGO League Jr. Season Standards Manual

Exported On: 04/21/2019



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2. Overview - What is Involved?

*FIRST*LEGO League Jr. is an exciting after-school program for students grades K-4; ages 6-10. This manual describes Central Valley Robotics' implementation of *FIRST*LEGO League Jr. in the Central California Area. A *FIRST*LEGO League Jr. team needs a room to meet, coaches to help guide the team, and students to learn, get inspired and have fun!

Team Organization and Finances

Teams are typically run in conjunction with a school or other after school organization, however teams do not need to be associated with a school to participate.

First year teams should expect about \$300-\$400 in costs (annual + one time costs), which includes the LEGO WeDo set (this can be reused in the future seasons). Returning teams should expect to spend about \$100-\$200 in annual costs (registration fees, materials, event fees, etc).

Time Commitment

The *FIRST*LEGO League Jr. Season in Central California starts with the Challenge Release on August 1st. The event season for *FIRST*LEGO League Jr. runs from October to June of the following year and includes a number of expo events including the Central California Championship expo in mid-December. Registration for this program begins in May and closes in March of the following year. Teams typically start meeting after registration, follows the meeting schedule and prepare for participating in an expo event. A team can register to participate in one or more expo events during the event season. We encourage teams to host a celebration after their final expo event to wrap up the season!

Support (Trainings and Seminars)

FIRST and Central Valley Robotics provide trainings and resources to get teams started. Additionally, there is a plethora of information on the internet provided by teams and other partners. Be sure to check out the [Trainings and Resources](#) page.

[View Event Calendar](#)

Download as a PDF!

CVR offers a PDF version of this manual, however it is not updated on a frequent basis. Only the online manual below is enforceable at events.

File

Modified

[FIRST LEGO League Jr. Season Standards Manual.pdf](#)

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Section: Overview - What is Involved?

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3. The Season Standards Manual

The remaining sections are dedicated to guiding a team through the various activities to ensure successful participation on *FIRST*LEGO League Jr. The sections are intended to be read in order and are split between pre-event preparation, and event day activities.











Access CVR's new Q&A Portal for all questions!

Help other coaches by subscribing to topics and answering questions.

[View Questions and Answers!](#)



Season Preparation

Section Title	Last Updated
Getting Started - Participation Rules and Core Values <i>(Also includes pre-season getting started checklist)</i>	 Sep 17, 2018 23:42 Version: 1
Important Contact Information	 Sep 17, 2018 23:44 Version: 1
Starting the Season - Registering with FIRST	 Sep 15, 2018 23:28 Version: 1
Season Dates and Deadlines <i>Full master calendar can be found here: Official Calendar of Events.</i>	 Sep 18, 2018 00:30 Version: 1
Trainings and Resources	 Sep 07, 2018 23:17 Version: 1
Challenge Materials and Resources	 Apr 21, 2019 01:59 Version: 1
MyCVR Onboarding - Signup, Team Info	 Sep 17, 2018 23:46 Version: 1
Managing Your Team Roster and Uploading Forms	 Sep 17, 2018 23:46 Version: 1
Expo Registration Policies	 Sep 17, 2018 23:49 Version: 1
Team Coach Badges	 Sep 15, 2018 23:45 Version: 1

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Event Day Activities

Section Title	Last Updated
Planning for the Expo Day - Coaches Checklist	 Sep 17, 2018 23:50 Version: 1
Overview of the Day - Event Agendas	 Apr 18, 2019 05:37 Version: 1
Team Check-in	 Sep 08, 2018 00:32 Version: 1
Team Pits, Exhibition Area and Activities	 Sep 08, 2018 15:54 Version: 1
Review Sessions	 Sep 17, 2018 23:51 Version: 1
Expo Awards	 Sep 17, 2018 23:51 Version: 1
After the Event - Results and Feedback	 Sep 08, 2018 16:19 Version: 1

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Appendices

Section Title	Last Updated
Appendix 1 - Core Values Concerns and the Handling Process	 Sep 17, 2018 23:52 Version: 1
Appendix 2 - The Award Assignment Process	 Sep 25, 2018 13:39 Version: 1
Appendix 3 - Youth Protection Program Resources	 Sep 17, 2018 23:35 Version: 1
Appendix 4 - Team Flag Rules and Guidelines	 Sep 17, 2018 23:37 Version: 1
Appendix 5 - Season Changes Overview	 Sep 17, 2018 23:53 Version: 1

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4. Getting Started - Participation Rules and Core Values

Welcome to *FIRST* LEGO League Jr.! In *FIRST* LEGO League Jr., teams are student driven and we teach students to work together on teams to research and solve problems. The true success of the program comes from the process: teaching students to solve problems through Gracious Professionalism and Coopertition.



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But you can reach it using the following URL:

<https://www.youtube.com/watch?v=oVhzG42vOoY>

This remainder of this section describes the ethos behind *FIRST* LEGO League Jr. and the governing participation rules for the program.

Participation Rules

Below are the official participation rules as described by *FIRST*, edited where appropriate to match our implementation in Central California.

General

- Teams, coaches and other supporters must demonstrate the Core Values in their actions and activities.
- Throughout the season, teams need access to the following materials:
 - Items that are provided when a team registers with *FIRST*.
 - **Inspire Set** - This LEGO set is created just for *FIRST* LEGO League Jr. teams and will be used by them to complete their challenge for the season. The Inspire Set includes 700+ LEGO elements, including those needed to create the exclusive Inspire Model.
 - **Challenge Document** - This one page document quickly outlines the yearly challenge. This can be accessed online by everyone regardless of which option you choose.
 - **Engineering Notebooks** - These notebooks are printed and shipped to teams. They complement the Team Meeting guide and are used to guide team members through the season.
 - **Team Meeting Guide** - This is a guide for coaches that gives complete instructions on how to administer the *FIRST* LEGO League Jr. program. It outlines 12 sessions providing 12-16 hours of guided activities for teams.
 - Items that are arranged or purchased by the teams separately
 - **WeDo 2.0** - A LEGO® Education WeDo 2.0 kit is needed by the teams to build and program the motorized model(s).
 - **Additional LEGO elements** - Teams may need to purchase additional LEGO kits or accessories as necessary for the model.

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Season Life cycle for a team

- Season Begins
- Team formation and Coach assignments
- Registration
- Team meeting sessions (including preparations for expo participation)
- Register and attend one or more expo events
- Season ends

Expo Rules

Following rules apply to any teams that participate in a *FIRST*LEGO League Jr. official expo event:

- A team consists of 2 or more adult coaches and up to 6 children. Proper adult supervision is required as described in the ***FIRST* Youth Protection Policy**.
- A team must be registered and fully paid in their national registration system to sign up for official expo events. Additional event fees may apply.
- Children are between the ages of 6-10. *Central Valley Robotics can approve members outside the specified range on a case by case basis.*
- All work presented at an official event is the work of the children on the team. Coaches are meant to provide direction and guidance to the children.
- All team members attending an event are required to do all of the following:
 - Present a *ShowMe* poster
 - Demonstrate a model including a motorized part
 - Attend a review session

Expo Awards

*FIRST*LEGO League Jr. is not a competitive program. It is a journey where inquisitive and curious children learn about something new and their journey of learning is celebrated. In the expo event, the work done by all participating teams are reviewed and a suitable award is given to each team to recognize their effort and to inspire them to continue their journey to the next level which is *FIRST*LEGO League. Each team that participates in an official expo event and fulfills the expo rules requirements is eligible to receive an award.

More details about Central Valley Robotics' expo awards can be found in [Expo Awards](#).

Consequences

FIRST® gives authority to volunteers staffing *FIRST*LEGO League Jr. official expo events to interpret and implement the Participation Rules, guided by global *FIRST*LEGO League Jr. training materials:

- Teams, coaches and supporters at official events are expected to demonstrate the Core Values.
 - Individuals interfering with, excessively instructing, prompting or heckling a team or volunteer may be asked to leave.
 - Severe infractions of these rules may result in a team's dismissal from the event. *FIRST*LEGO League Jr. official event volunteers are provided training to identify and respond to these situations (See *FIRST*Youth Protection Policy).

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- Individuals and/or teams who fail to abide by the Participation Rules may be ineligible for awards at a expo event.

More details about Central Valley Robotics' process can be found in [Appendix 1 - Core Values Concerns and the Handling Process](#).

FIRST Values

Gracious Professionalism®

Dr. Woodie Flowers, *FIRST* Distinguished Advisor and Pappalardo Professor Emeritus of Mechanical Engineering, Massachusetts Institute of Technology, coined the term "*Gracious Professionalism*®."



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<https://www.youtube.com/watch?v=h2e6gxczMxc>

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.

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. They avoid treating anyone like losers. No chest thumping tough talk, but no sticky-sweet platitudes either. Knowledge, competition, and empathy are comfortably blended.

In the long run, *Gracious Professionalism* is part of pursuing a meaningful life. One can add to society and enjoy the satisfaction of knowing one has acted with integrity and sensitivity.

Coopertition®

Coopertition® produces innovation. At *FIRST*, *Coopertition* is displaying unqualified kindness and respect in the face of fierce competition. *Coopertition* is founded on the concept and a philosophy that teams can and should help and cooperate with each other even as they compete.

Coopertition involves learning from teammates. It is teaching teammates. It is learning from Mentors. And it is managing and being managed. *Coopertition* means competing always, but assisting and enabling others when you can.

FIRST Core Values

Starting in 2018, *FIRST* has a unified set of core values across all four programs. They are listed below:

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.*

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- **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!*

Getting Started Season Checklist

Pre-Season Preparation

- Register** your team with *FIRST* LEGO League Jr. (details in this section: [Starting the Season - Registering with FIRST](#)).
- Pay your registration fee and **order** the materials you need.
- Provide a valid email address when you register, and **check that inbox** often throughout the season for information from *FIRST* LEGO League Jr. and Central Valley Robotics.
- Review** the *FIRST* Core Values (above).
- Decide** how team members (coaches and children) will be identified or selected
- Identify** at least 1 computer your team may use (must have internet access).
- Install WeDo 2.0** programming software on the computer(s) your team will use.
- Begin reading** the rest of the Season Standards Manual to learn about our local event structure and processes.

Begin Meeting with Your Team

- Check your email!**
- Review the challenge materials that you receive from *FIRST* after registration.
- Create** a meeting schedule
- Review** the *FIRST* Core Values with parents and team members (and keep discussing them at each meeting!).
- Set up** a work area for meetings and storage area for program materials between meetings.
- Have team members **begin researching** this year's Challenge theme to get a head start on the Project.

After Challenge Release (August 1)

- Check** your email regularly for communication from *FIRST* LEGO League Jr. and Central Valley Robotics.
- Review** the Challenge from [2018 Challenge Materials and Resources](#) and review it as a team.
- Download** the Inspire Model building instructions at [2018 Challenge Materials and Resources](#) and build the Inspire Model from your Inspire Set.
- Arrange for **research activities** and **field trips** as necessary.
- Have team members begin **brainstorming** ideas for innovative solutions.
- Have team members begin **working on ShowMe poster** to demonstrate their solution for the challenge.
- Have team members begin **designing, building models** to demonstrate their solution for the challenge.
- Submit** paperwork to Central Valley Robotics (details in this section: [Managing Your Team Roster and Uploading Forms](#))
- Register** for an official expo event. (Details here: [Expo Registration Policies](#))

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- Prepare** the team for the expo day.
- Attend one or more **expo event(s)**
- Make a plan to **celebrate** at the end of your season.

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5. Important Contact Information

This page lists important contact information for Central Valley Robotics, *FIRST* LEGO League, and LEGO Education

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Asking Questions

CVR has a new portal where coaches can ask questions and get answers about anything CVR. Use your MyCVR Account to login to this website. Check out the new Question and Answer portal here.

Question and Answer Portal

Contact Information

Phone: 559-325-4461 (Voicemail Only)

Email (preferred): contact@cvrobotics.org

Please use the above contact information for any questions (don't hesitate to ask!). Some examples include:

- Model bidding Questions or specifications
- *ShowMe* poster related questions
- Review session related Questions

FIRST and LEGO

Team Registration Payments

FIRST® FINANCE

Phone: 1-800-871-8326

Fax: (603) 206-2079

Email: ar@firstinspires.org

Mail Checks & Purchase Orders to:

FIRST

Attn: Finance

200 Bedford Street Manchester, NH 03101 USA

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FIRST Team Support

General Questions and Information

Phone: 1-800-871-8326

Email: FIRSTLEGOLeagueJr@firstinspires.org

Websites: <http://www.firstlegoleaguejr.org/>

<https://www.firstinspires.org/robotics/fljr> (Live Chat Support Available)

LEGO® Education Product

LEGO EDUCATION (U.S. TEAMS ONLY)

Phone: 1-800-362-4308

Fax: 1-888-534-6784

Email: orders@legoeducation.us

Mail Purchase Orders to:

LEGO Education

501 Boylston St Suite 4103

Boston, MA 02116 USA

Mail Checks (ONLY) to:

LEGO Education

13569 Collections Center Drive

Chicago, IL 60693 USA

Replacement LEGO Parts

Web: <http://service.lego.com>

Phone: 1-800-422-5346

Questions on WeDo 2.0

Support: <https://education.lego.com/en-us/support/wedo-2>

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6. Starting the Season - Registering with FIRST

FIRST oversees the national registration process for all teams in the United States. Once you have completed the national registration components, you will be invited to sign up in the local registration software, MyCVR.

As part of national registration, teams will pay the registration fee and order the Challenge materials. The following challenge materials are provided to the team and the cost is covered by the paid registration fee.

- **Inspire Set** - This LEGO set is created just for *FIRST* LEGO League Jr. teams and will be used by them to complete their challenge for the season. The Inspire Set includes 700+ LEGO elements, including those needed to create the exclusive Inspire Model.
- **Challenge Document** - This one page document quickly outlines the yearly challenge. This can be accessed online by everyone regardless of which option you choose.
- **Engineering Notebooks** - These notebooks are printed and shipped to teams. They complement the Team Meeting guide and are used to guide team members through the season.
- **Team Meeting Guide** - This is a guide for coaches that gives complete instructions on how to administer the *FIRST* LEGO League Jr. program. It outlines 12 sessions providing 12-16 hours of guided activities for teams.

In addition, teams can order the following if it is not already purchased or available to the team.

- **WeDo 2.0** - A LEGO® Education WeDo 2.0 kit is needed by the teams to build and program the motorized model(s).
- **Additional LEGO elements** - Teams may need to purchase additional LEGO kits or accessories as necessary for the model.

The Main Roles

Each team has two coach roles that must be filled, and an optional Team Admin role. The Team Admin role allows a school or organization to have one contact on all teams to manage payment information and coaches. The purchaser does not need to be screened.

Each team must have two adult coaches that pass a free background check (through a third party vendor). The background check is required every three years, so returning teams may not need to worry about the background check each year. A team must have two screened coaches before Central Valley Robotics will let a team register for an event.

Coaches can complete the screening process in parallel to the steps below; however, screening must be complete to be in compliance with CVR's registration policies.

The Registration Process

The following is a brief overview of the registration process. Please direct any registration questions to *FIRST* at: <https://www.firstinspires.org/about/contact-us>

- Head to the *FIRST* Dashboard at <https://my.firstinspires.org/Dashboard/>
- Create an account, or login to an existing account. The email address is important, you will want to use the same email address in the national system, and our local system MyCVR.

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- Teams should reuse any existing team numbers if possible. In MyCVR, coaches and contacts will be able to see all team results and rubrics for the history of teams.
 - Follow the steps under an existing team to renew it for the existing season, and use the Team Contacts page to adjust coaches as needed.
- To create a new team, click the Create New Team button (or click the "I want to..." button on mobile). From there, select *FIRST* LEGO League Jr, enter your team information and location.
 - Be sure to pick Central California for the region, otherwise you will not show up in our system!
- All teams must pay the national registration fee before they can order any additional products. The national registration fee includes a set of items as indicated above. Click the Pay For Team(s) button and follow the steps on screen. *FIRST* supports a variety of payment options and you can bulk pay for multiple teams at once.
- Once your team has met all *FIRST* payment obligations, you can click the "Payment and Product" link to be taken to the LEGO Education storefront to purchase *WeDo* kit or any other LEGO accessories. Separate payments may be required when purchasing from LEGO.
- Finally, MyCVR monitors the national registration database and will send out invites to the main contacts once it sees that your team has paid the national registration fee.

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7. Season Dates and Deadlines

Here can find a list of all key Dates and Deadlines for the 2018-19 Season. More Expo dates will be added as they are announced. View the full calendar at: [Official Calendar of Events](#)

Date	Details
Early May	<ul style="list-style-type: none">National Registration Opens
Mid July	<ul style="list-style-type: none">Inspire Kits start shippingSeason Information Posted
August 1	<ul style="list-style-type: none">Global Challenge Release
October 17	<ul style="list-style-type: none">Central Valley Regional Event Registration OpensTeam paperwork due
October	<ul style="list-style-type: none">Event Season Opens
October 26	<ul style="list-style-type: none">Team Names due in MyCVR
December 11	<ul style="list-style-type: none">Payments due for Championship Expo EventChampionship Expo Coach Badges printed
December 15	<ul style="list-style-type: none">Central California Championship Expo
March (2019)	<ul style="list-style-type: none">National Registration Closes
June (2019)	<ul style="list-style-type: none">Event Season Closes

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8. Trainings and Resources

Central Valley Robotics provides many training opportunities and many learning opportunities for new and returning coaches.

FIRST Provided Resources

FIRST Resource library

FIRST resource library: <https://www.firstinspires.org/resource-library>

Diversity & Inclusion Training

This training helps coaches and volunteers become aware of Diversity and Inclusion best practices: <https://www.firstinspires.org/resource-library/training-equity-diversity-inclusion>

Local Area Trainings by Central Valley Robotics

This section will be updated as and when applicable materials are available.

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Section: Trainings and Resources

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9. Challenge Materials and Resources



Challenge Documents

Available August 1!

Team Booklets and Materials

The Team Meeting Guide and Engineering Notebook are not available digitally. They are shipped to teams once the team has paid the national registration fee.

Team Meeting Guide

This provides instructions for coaches to guide their teams through the 12 modules.

Available August 1!

Engineering Notebook

Each student receives a notebook and it helps walk them through each of the 12 modules.

Available August 1!

Video Resources

Getting Started Videos

Available August 1!

Session Videos

English Versions are embedded, [Spanish versions available here.](#)

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Available August 1!

WeDo Resources

[WeDo 2.0 Software Downloads](#)
[WeDo 2.0 Resources and Support](#)
[Additional WeDo 2.0 Lesson Plans](#)

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10. MyCVR Onboarding - Signup, Team Info

Central Valley Robotics has developed a region management application called MyCVR to assist with Team, Volunteer, and Event Management for both *FIRST*LEGO League programs.

MyCVR and the National Registration System (at firstinspires.org)

MyCVR pulls information from the national registration system, and its important for coaches and teams to understand the relationship between the two systems.

- MyCVR downloads team and roster information once per hour from the national registration system. At this time, MyCVR will update all coach screening information and invite new coaches to manage their MyCVR roster. Only teams that have paid the national registration fee are pulled.
- Team Roster information is limited and coaches will need to input certain information when importing roster details from the national system.
- MyCVR cannot edit any information in the national system. Any changes made in the national system will need to be made directly.
- The Consent and Release form must be downloaded from the Team Contacts page in the national registration system, CVR does not provide it for teams.

Starting a New Season

Each season, MyCVR monitors the list of active teams and performs the following actions:

- Team Payment for Season. If MyCVR detects a team has paid their fees for the season, then MyCVR will create a new team record for the season. It will check all team contacts and for each contact:
 - Returning user: if the email address is already registered in our system, it will add the user to the team roster and add the team to the user's account. The user will receive an email saying their account was updated.
 - New user: if the email address is not registered in our system, MyCVR will sent an invite email with instructions on how to create an account.
- Team Contact Information Update. If MyCVR detects that contact information has changed (new coach, screening update), it will:
 - Screening Update: update the screening status of coaches in MyCVR, which will be reflected on that user's Action Items and on the Team Information Page.
 - New Contact: perform the same steps as above (new vs returning user) and perform the appropriate actions.

MyCVR Guide: Text guide will be coming later, however you can check out the [MyCVR Walkthrough training session](#) for a visual guide to MyCVR.

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Section: MyCVR Onboarding - Signup, Team Info

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11. Managing Your Team Roster and Uploading Forms

Once your team has been setup in MyCVR, then next step is the setting up your team roster.

The Three Methods - Choosing the Right Import Method

All members (coaches, students, etc) can be manually added or imported from a previous season, and some members can be imported from *FIRST*. The two main contacts will automatically be added to the team roster if they have (or create) a MyCVR account and link the team to their account. If the main contacts do not have an account or do not make an account, they will need to be manually added.

The three methods:

1. Manual management: Any member can be manually added to the roster using the Add Member button in MyCVR. All information is required when adding the member (name, date of birth, years involved, etc). Forms will need to be manually uploaded / associated using the steps in the forms section below.
2. Importing from *FIRST*: Coaches can be imported from the national registration system when they make an account in MyCVR with a matching email address. Student team members can be imported from the Youth Registration system once their parents complete the paperwork with *FIRST*. This import process will automatically import the Consent and Release Form, but will require Date of Birth and Years Involved to be entered for each member due to limitations with the *FIRST* API.
3. Importing from a Previous Season: if the team participated and registered with MyCVR in a previous season, you can import member data to the current season. No additional information is required and MyCVR automatically increments the Years Involved data, however forms will need to be manually uploaded / associated using the steps in the forms section below.

Type of Forms and Who Must Submit Them

All team members must have appropriate forms submitted to *FIRST* or Central Valley Robotics before they can participate at a *FIRST* event. There are two main types of forms teams must submit.

Consent and Release Form

The Consent and Release form must be **completed by all coaches and participants in *FIRST* programs each season**. This form sometimes comes bundled as part of other forms or processes with *FIRST*. The paper version can be downloaded from the [FIRST Dashboard on the Team Contacts page](#).

Roles and expectations:

- Coaches will complete this form in a couple of ways:
 - Coaches with Youth Protection Program Screening
 - If the coach has a MyCVR account, MyCVR will automatically mark the form as "complete" in MyCVR when the team is added to the account.
 - If the coach does not have a MyCVR account, the user managing the team will need to manually add the coach to the MyCVR Roster and mark "Check *FIRST* for Form?". CVR will manually check the form when processing forms.
 - Coaches without Youth Protection Program Screening (IE: one of the extra two coaches CVR allows as part of the roster).

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- The user managing the team will need to manually add the coach to the MyCVR Roster and upload the completed paper version of the form.
- Team Members can submit the forms a couple of ways.
 - For members that complete the paperwork through the online Youth Member Registration
 - Coaches can use the "Import from *FIRST*" button to see which members MyCVR can see in the national system. For eligible members, coaches will be able to import the member into the MyCVR roster, which will automatically import the Consent and Release Form. Due to limitations of the information *FIRST* provides to CVR, coaches will need to provide Date of Birth and Years Involved for members imported through this process.
 - Coaches can also choose to manually add the member or import the member from the previous season. Next, mark "Check *FIRST* for Form?" on the upload forms panel. CVR will manually check the form when processing forms.
 - For members that complete the paper version
 - Coaches can also choose to manually add the member or import the member from the previous season. Next, upload the form on the Upload Forms panel.

Coach Agreement

The Coach Agreement must be completed by all coaches in the Central California area for *FIRST* LEGO League Jr. or *FIRST* LEGO League. This form is not managed by the national registration system and cannot be imported from the national system. The form can be downloaded by clicking [here](#). (Fillable version coming soon).

Roles and expectations:

- Coaches will need complete this form and upload to MyCVR: [CVR Coach Agreement.pdf](#)

Form Processing Expectations

Forms are processed by staff and volunteers for Central Valley Robotics. As such, processing only occurs when these individuals have time available. It can take up to a few days to process. We will coordinate with our volunteers to ensure forms get processed near the important deadlines (event registration, before events, etc)

MyCVR Guide: Text guide will be coming later, however you can check out the [MyCVR Walkthrough training session](#) for a visual guide to MyCVR.

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12. Expo Registration Policies

Teams must meet a set of criteria before they can register for an event. All official expos in our area are scheduled between the months of October - April.

Once a team has submitted all required forms (as listed on [Managing Your Team Roster and Uploading Forms](#)), the team will be eligible to register for a CVR Tournament. Teams will use MyCVR to register for events on a first come, first serve basis. To ensure that a team gets its desired date, we encourage all teams to get their forms in early and register as soon as registration opens. CVR may reserve some spots at later events for rookie teams or teams that complete national registration late in the season.

The official registration period for the Season will open on the date and time listed on the [Season Dates and Deadlines](#) page.

Requirements for Event Registration

- Teams must be registered in MyCVR
- Teams must have two screened coaches associated with their team in the *FIRST* Registration System
- Both screened coaches must be listed in MyCVR
- For all coaches on the roster, they must submit the Coach Agreement
- All Team Members (Coaches, students, mentors, etc) must submit a Consent and Release Form.
- All students must also be listed on the MyCVR roster. Teams must have more than two team members to meet the [FIRST LEGO League Jr. Participation Rules](#).
 - Rosters can change after registration and will lock once the team participates at an official event.

Payment Instructions and Restrictions

Event registration fees must be paid before attending the event. **Events will only be able to accept Check or Money Orders from teams**. Cash, Purchaser Orders, Credit Cards, etc. will not be accepted. Teams will receive formal payment instructions on their Registration Receipt from MyCVR. All fees for Qualifying Events will be due by the dates listed on the [Season Dates and Deadlines](#) page. Event Registration Fees are non-refundable once the payment has been processed.

Requesting Change of Tournaments

Once teams register for an event, they will not be able to change to another event, unless a team has extenuating circumstances. Registration is final once MyCVR assigns a team to an event. Requests to cancel or change a registration will be handled on a case-by-case basis at CVR's discretion.

13. Team Coach Badges

The Team Coach Badge is given to coaches at Check-in on the day of the tournament. Coaches are expected to wear the badge at all times during the event. This badge helps volunteers identify those individuals supervising teams on the tournament day.

Restrictions and Requirements

There is a maximum of four (4) badges per team, and each badge is customized with a team number and coach name. The following steps must be completed to get a Coach Badge:

- Each individual must be listed on the MyCVR roster as a Coach or Co-Coach, and they must have submitted all required forms and documentation.
- The two Lead Coach / Mentors listed in the National Registration system (and have passed the Youth Protection Program screening process) must be two of the coaches that receive a badge.
- The Coach Badges cannot be tampered with or changed on the event day. Those wearing tampered badges will be asked to leave the coach-only areas.

Badges will be finalized per the dates listed on the [Season Dates and Deadlines](#) page and no new coach badges will be printed for teams after this date.

Coach Badges Uses at Events

There are two specific uses for the Coach Badge:

Review Rooms

Only adults wearing a Coach Badge will be allowed to enter the Review Sessions. All other adults will need to wait outside.

Coach Badge Recycling

To help Central Valley Robotics save on costs, coaches can choose to donate their Coach Badge back to CVR to use at future events. CVR only needs the plastic sleeve. Coaches are more than welcome to keep the badge (with sleeve) as a souvenir of the event.

An announcement will be made in the Pits or during Closing Ceremonies announcing the location of the donation box for badges.

14. Planning for the Expo Day - Coaches Checklist

As the tournament approaches, it is critical that coaches prepare their team for the day. All team members should know in what room their pit is located, how the day is laid out, along with many more details. Here is a checklist list of action items to help you prepare:

Coaches' Event Checklist

Bring to the expo:

- ShowMe* poster made by the team.
- Demo model made by the team.
- Collect anything required at check-in. More information is available in [Team Check-in](#) of this manual.
- If your team wishes to program at the event, bring a laptop computer.
- In the event you need more than one electrical outlet, bring an electrical/power strip.
- Money for concessions and merchandise.
- Students may want to bring a book or homework for downtime.
- Label everything with your team number (masking tape or with a Sharpie). Do not label the LEGO pieces that form your robot.
- All the loose field setup pieces to work with on the practice table. You need to bring all other pieces that are NOT dual locked to the mat. **Mark all your pieces with your Team Number!**
- (Optional) Your Team Flag. See [Appendix 4 - Team Flag Rules and Guidelines](#) for more information.

Before the expo:

- Know the location of the event and directions on how to get to the venue.
- Know the general layout of the event. Teams should become familiar with the event map posted at [on the Central Valley Robotics website](#).
- Review the *FIRST* Core Values, Gracious Professionalism, and Coopertition, available at [Getting Started - Participation Rules and Core Values](#).
- Review all rules for the challenge missions and Project presentation.
- Check the Challenge Updates at [2018 Challenge Materials and Resources](#).
- Make sure all kids have rides to and from the venue.
- Inform parents and guests – give them a copy of the agenda and schedule.
- Invite your friends, teachers and others. All tournaments are open to the public.

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15. Overview of the Day - Event Agendas

A standard tournament day is broken up into a series of parts. They are briefly described here, and some are fully described in other sections of the manual. These sections correspond to time blocks listed on the Tournament's Agenda.

Generic Agenda

Check-In

The day always starts with check-in, a period where teams finalize their enrollment at the tournament. This period usually lasts an hour and occurs before the event officially starts. You will turn in any required forms as specified in [Team Check-in](#) of this manual. Following Check-in, teams will head to their pit to unload and head to Opening Ceremonies (if applicable).

Opening Ceremonies

There may or may not be a formal Opening Ceremony based on whether it is a morning expo or afternoon expo.

Final Coach Meeting

The Final Coach Meeting happens just before the expo exhibit official opening and is run by the Director of *FIRST*LEGO League Jr. or a designated official. The meeting host will cover expectations at the event and any last-minute announcements for teams.

The Exhibition

Following the Final Coach Meeting, the expo officially begins. Expo exhibit will be open for public viewing and Teams will show and share their poster with the visitors. At the same time, teams will follow the official review schedule and head to their scheduled review sessions.

Reviewing Sessions

Each team will attend their designated review session at the scheduled time and meet with the reviewers to demonstrate their project and what they have learned. Reviewers will ask some questions to the team about their topic, teamwork and research.

Activities

While a team is not in review, and between the interactions with the visitors, team members can take turns and participate in the activities that are arranged by the expo organizer.

Closing Ceremonies

This is the awards ceremony for the tournament. Any final remarks from sponsors or other speakers are made and awards are handed out to teams to be recognized for their hard work. Any teams advancing to the next level of competition are also announced here.

Official Agendas

Central Valley Robotics will provide an official agenda prior to the expo event. An example agenda from past year's expo event is provided below:

Time	Activity
1:00 PM - 1:30 PM	Team Check-in & Pits Open for Setup
1:30 PM - 1:45 PM	Coaches Meeting
1:45 PM	Expo Officially Starts & Pits Open to Public
2:00 PM - 4:00PM	Reviewing Sessions, Activity Sessions
4:00 PM	Expo and Pits Close to Public
4:00 PM - 4:15 PM	Pack-up Exhibit Items and Pits
4:15 PM - 5:00 PM	Other attractions at the Championship and Closing Ceremonies pre-show
4:40 PM - 5:00 PM	FIRSTRobotics Competition Robot Demonstration High School Teams will demonstrate their robots and show you the 2017 FIRST Robotics Competition Game. Attendance is optional; however, we encourage everyone to attend!
5:00 PM - 6:00 PM	Closing Ceremonies We ask that teams/kids sit on gym floor. Parents and Spectators please sit in the stands.

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16. Team Check-in

The very first item on the team's tournament agenda is check-in. Teams must finalize their registration for the tournament by turning in any paperwork or payments (for food, etc. Tournament Registration Fees are due prior to event day) during check-in. Only one Coach needs to be present for Check-in. The list of items due at check-in is below.

Due at Check-in

- Any event specific order forms. Some expo organizer may offer a prepaid lunch option or snacks. These forms may be due at check-in
- Other items and forms may be required at check-in. Teams need to check out the Tournament Webpage for their tournament to see if any other items are due at check-in.

Received at Check-in

After successfully turning in the above items, teams will receive the following list of items from check-in.

- Event Map
- Pit Map
- Event Schedule
- Reviewing Schedule
- Coach Badge(s) (See [Team Coach Badges](#))
- Medals or pins or other awards (as applicable)

17. Team Pits, Exhibition Area and Activities

The pit is the team's home base during the expo. Frequently the pit is also used as exhibition area for the expo. Each team is provided with a flat top surface to display their *ShowMe* Posters, models etc. The designated spot for each team is clearly marked. The spectators are allowed to visit the area during the exhibition hours. Depending the availability of space, the pit area may or may not include activities. Expo officials may need to find your team during the event. Therefore, it is best to always be at your assigned pit location whenever your team is not at a scheduled reviewing session or participating in any activities.

As the Pit Areas are open to the public. You should not keep any valuables along with the exhibition items and always have an individual watch your team belongings when the team is away. **FIRST, Clovis Unified School District, Central Valley Robotics, Event Venues, and our Event Partners are NOT responsible for any lost or stolen items.**

Pit Administration

The main point of contact in the pit is a group of volunteers known as Pit Administrators (or Pit Admin for short). This group oversees check-in, pit safety, queuing for reviewing sessions, activities, spectator control and answer questions from teams and the public. These volunteers are led by a Lead Pit Administrator.

Pit Admin is the first place to go with questions. The Pit Admin staff can relay questions to the rest of the event staff over radios, and help escalate any questions as needed. Pit Admin also handles all sign-up sheets for any activities as applicable.

The Pit and Event Staff have final authority on any safety, overall management issues on the event site. Please report any medical incidents, safety concern (no matter how small) to Pit Admin immediately.

Layout

Each team will be usually be assigned a pit location, a table to use and chairs for coaches and team members. This table will be approximately: 3' by 6'. No power is provided at the table. If your need team needs power at the table, please contact the expo organizer in advance. Our website will include the Pit Map for use by teams to locate their practice tables.

In some cases, teams will need to share a larger table. (IE: a cafeteria table at an elementary school)

Teams are encouraged to make their pit stand out with decorations, team banners, etc. However, please be aware of the space boundary and respectful of any adjacent tables where other teams may be situated. Please also keep team number and name in view for event staff to find your team, if needed. Any aisles around team pit locations will need to be kept clear of obstacles. Teams **must** respect all requests from event staff to move obstructing items from aisles. If your team is not at your pit location and an item needs to be moved, event staff may move items for you but they are not liable for any damages to the items.

Team Flag

While not required, CVR recommends that every team prepares their own team flag to help promote their team on event day. From Judges to Referees to Queuing, all event staff use this flag to identify teams as they travel around the event venue. Teams should carry the flag high so that it is visible from a distance. Full details and rules regarding the team flags can be found in [Appendix 4 - Team Flag Rules and Guidelines](#).

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Activities

To make the expo event experience fun for all participants, the expo organizers usually arrange for one or more activities. The activities are hosted by volunteers and volunteer organizations. The activities includes simple games, puzzles, challenges and demonstration of science facts in a fun and interactive way. A group of volunteers administers the activities. Sign ups may be required for certain activities. Please contact the activity administrator at the expo event for any question concerning the activities.

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18. Review Sessions

There are three components that are reviewed in *FIRST* LEGO League Jr. review session: Core Values, *ShowMe* poster and LEGO Model, and Robot Design. All of the components are considered when the reviewers select suitable awards for teams. Each team will have an assigned time for review session and a location. Please arrive 5-10 minutes before your scheduled time. The volunteer Staff in the pit will help teams get to their scheduled review session room on time.

Questions may be asked from any or all of the following categories.

- General Questions
- Model Questions
- Research and Poster Questions
- Teamwork Questions

Overview and Expectations of the Review Sessions

The review session lasts for 10-15 minutes and cover each of the following components. As the reviewers are on a tight schedule, please do everything you can to make your presentation portable, mobile, and easy to setup and take down,.

Core Values

The Core Values component evaluates the unity and teamwork skills of each team.

The reviewers talk to the team about the research topic, or related items and their experiences working as a team to find out how well the team works together. They also will look at how effective a team is at getting other teams and individuals excited about science and technology while gaining awareness and understanding about the world and themselves. At all times, the judges will watch the team's understanding of Gracious Professionalism™ and the Core Values.

ShowMe Poster

The *ShowMe* Poster requires teams to illustrate their research and team journey. It provides an opportunity for them to share what they studied, what they learned, and to show information about the team and each team member.

Show Me Posters are usually created by using a flat poster board or tri-fold presentation board. The poster includes:

- Words, drawings, photos, and small objects to tell about what the team members have learned during their Challenge research.
- Where they hunted for answers and the people/subject matter experts they spoke with on their journey.
- Brief description of the LEGO Model and simple machine.
- Information, fun facts about the team and team members.

The *ShowMe* poster component evaluates the team's research, understanding and approach to find a solution. Teams are asked questions related to their research, solution, how they gathered information and how they shared with the community.

LEGO Model

The Model gets teams moving! Teams build a representation of what they are researching, based off the Challenge, and incorporate simple machines and movement into their creation.

The LEGO Model component evaluates the team's technical understanding of the problem and proposed solution.

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19. Expo Awards

Per the suggested *FIRST*LEGO League Jr. Standards, every team and team member's achievements are celebrated. Awards will be handed over at the end of the expo to the teams and team members. There are a few standard awards that will be considered by the reviewers, however the reviewers will have the liberty to name an award for a team based on strength, creativity, other notable characteristics.

A list of suggested awards can be found here: [Award Structures](#)

20. After the Event - Results and Feedback

Once the event is complete, it is time to relax and celebrate!

Review Results

CVR will post all teams and corresponding awards to our website as an official record. If there is any problem including incorrect information posted, please contact Central Valley Robotics immediately.

Feedback to Central Valley Robotics

Central Valley Robotics values input from teams to help make the next season even better. Be sure to complete the surveys sent out to all teams, including both the event specific surveys as well as the overall season survey. The survey links will be available through MyCVR and emailed out to all primary contacts for every team.

21. Appendix 1 - Core Values Concerns and the Handling Process

As mentioned in [Expo Awards](#), teams are expected to uphold the Core Values during the entire season, especially at a tournament. This section details the types of issues and the consequences, as well as the investigative process used by Central Valley Robotics when issues arise at a tournament.

Types of Core Values Concerns and their Consequences

The list below is broken into two categories: Orange and Red level behaviors.

Orange Level Concerns

These behaviors are considered minor violations of the Core Values and when observed, are delivered to the Review Advisor for the event for further investigation. For valid and proven claims, Reviewers or Review Advisor will use records of orange level behaviors when selecting teams for awards.

Examples of Orange Level Concerns

- Team or Adult Behaviors
 - Hostile or aggressive behavior
 - Disrespect toward others
 - Poor sportsmanship
 - Bullying
 - Inappropriate language or topics of conversation
 - Adult Intervention
 - Team members cannot answer questions or demonstrate understanding of their work.
 - Adult speaking in review sessions (unless invited or solicited by the reviewers).

Red Level Concerns

These behaviors are considered major violations of the Core Values and when they are observed they are immediately reported the Judge Advisor for further investigation. The Judge Advisor will contact Central Valley Robotics as part of the investigation. For valid and proven reports, the Director of Central Valley Robotics will authorize the offending teams to be disqualified from the event (including all awards) and all Robot Game scores may be zeroed at the discretion of the Head Referee and/or Director of Central Valley Robotics.

These situations are very rare in this program. This policy exists in the event an unfortunate situation does occur. Central Valley Robotics staff will be involved in all reports of Red Level Concerns.

Examples of Red Level Concerns

- Team or Adult Behaviors
 - Criminal behavior (stealing, vandalism, physical fights, etc.)
 - Clear evidence of serious bullying or abusive behavior

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- Clear evidence an adult did the work for the team
- Adult intervention does not stop after a direct warning
- Clear evidence of cheating or intentionally negatively impacting another team's experience

The Handling Process

Depending on the severity of the concerns behaviors or choices by a team or its members may lead to a consequence that varies from a warning to a partial or full disqualification. In rare circumstances, teams will not be considered for any award and the violation will be officially recorded for the event and reported to *FIRST* as necessary. Central Valley Robotics does not take this process lightly and has defined a process that is used to help ensure fairness and transparency. Central Valley Robotics trains our event staff to do their best to try to investigate all reports to help ensure fairness for all teams.

The Incident Report

Central Valley Robotics has an incident report that will be used to record a Core Values or Challenge Rules incident at official Central Valley Robotics events. The Event Staff will make every attempt to deliver this report to the team prior to closing ceremonies and deliver a copy to Central Valley Robotics for official records. The Incident Report represents the final decision on the investigation and cannot be appealed onsite. Following the event, teams may contact Central Valley Robotics for further discussion on the contents of the Incident Report. A copy of the Incident Report can be found here: [Team Incident Report Public.pdf](#)

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22. Appendix 2 - The Award Assignment Process

Per the suggested *FIRST* LEGO League Jr. Standards, every team and team member's achievements are celebrated. Awards will be handed over to the teams and team members at the end of the expo, usually in a closing ceremony. There are a few standard awards suggested by *FIRST*. When the reviewers meet with the teams during the review sessions, the teams' achievements, accomplishments and important lessons learned are noted by the reviewers. At the end of all review sessions, the reviewers meet and a suitable award is considered for each team. The reviewers will have the liberty to name an award for a team based on strength, creativity, other notable characteristics.

A list of *FIRST* suggested awards can be found here: [Award Structures](#)

Prepare Award Scripts and Collect All Materials

Once all awards have been assigned and time should allow, the Review Advisor instructs the reviewers to prepare the award scripts for Closing Ceremonies. They are usually a couple of sentences to help personalize the award.

The Review Advisor then certifies all award winners. This process involves filling out the Award Record document, submitting the award scripts to Central Valley Robotics, and packing the Review Advisor materials to return to Central Valley Robotics. The Review Advisor also collects and files all reviewers' notes for archival at Central Valley Robotics.

Closing Ceremonies

Once the scripts are ready and materials safely packed away, the event officials, reviewers and volunteers head to Closing Ceremonies to present the awards.

23. Appendix 3 - Youth Protection Program Resources

Learn more about the *FIRST* Youth Protection Program and the videos and resources for teams! Check out all the videos and files below.



Sorry, the widget is not supported in this export.
But you can reach it using the following URL:

<http://youtube.com/watch?v=LIm2mMV8WHs>

Can't play the above video? [Watch on YouTube](#) or [Download \(.zip\)](#)

Download the Program Guide!

FIRST Code of Conduct

The *FIRST* mission is to inspire a generation of science and technology leaders who are both gracious and professional. This *FIRST* Code of Conduct lists some of the basic behaviors mentors, coaches, volunteers, team members, affiliate partners, contractors, staff, and other participants should adhere to while participating in *FIRST* activities.

- Exhibit Gracious Professionalism® at all times. 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.
- Ensure the safety of all participants in *FIRST* activities.
- Not engage in any form of bullying, harassment, use of profane or insulting language, or any actual or threatened violence.
- Adhere to all *FIRST* Youth Protection Program (YPP) policies.
- Report any unsafe behavior to event or local *FIRST* leadership.

Persons who do not comply with this Code of Conduct may be barred from participating in *FIRST* activities.

Activities and Videos

Adults (Coaches / Mentors)

The following video provides some guidance to adults working with youth in *FIRST* programs.



Sorry, the widget is not supported in this export.
But you can reach it using the following URL:

<https://www.youtube.com/watch?v=edfJT6ILCDc>

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Activities for Students Ages 6-10

For our youngest participants, *FIRST* has created the following activities for teaching them about Team Safety.

- [Activity - Buddy System](#)
- [Activity - Surprises Vs. Secrets](#)
- [Activity - Traffic Light](#)

Video for Students Ages 11-14 (Middle School)



Sorry, the widget is not supported in this export.
But you can reach it using the following URL:

<https://www.youtube.com/watch?v=SXkQiRYKtxE>

Video for Students Ages 14-18 (High School)



Sorry, the widget is not supported in this export.
But you can reach it using the following URL:

<https://www.youtube.com/watch?v=VPzxm4lfG6w>

Forms and Files

Be sure to follow the form policies for your organizations, and use these forms as needed. The Incident Report forms should be used as provided to report issues to *FIRST*.

- [New Coach / Mentor Application](#): This form allows Lead Coaches for a team to request information from adults wanting to join the team to help.
- [Tracking Status of Coaches](#): This form allows the lead coach to keep track of the screening status for their adults on their team.
- [Team Travel Consent Form](#): This form should be used if the organization or school does not have one available, and is used to request parent consent for team travel.
- [Notification of Guidelines to Parents](#): This form should be used to notify parents of the YPP rules and policies.
- Incident Report Forms ([Medical](#) / [Non Medical](#)): This form should be used to report both medical and non-medical incidents to *FIRST*. At CVR events, Pit Admin has these forms available if incidents arise.
- [US Screening Guide](#): This document details the screening process for the 2017-2018 season.

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Frequently Asked Questions

1. Do I need to be screened? How do I get screened?

FIRST's Youth Protection Program requires all *FIRST* teams to have two screened Lead Coaches/Mentors for the entire season and all volunteers screened for official events. Background screening is integrated into all program Registration Systems and the Volunteer Information Management System (VIMS). Please see the screenshots available on the Youth Protection Program site for additional guidance on the screening process.

No screening is required for Team Purchasers. Purchasers may register and pay for teams during the registration period. Purchasers are also able to invite one or both Lead Coaches/Mentors.

If the Purchaser is, in addition, also one of the Lead Coaches/Mentors they may invite the second Lead Coach/Mentor.

2. Do I need to be screened every year?

Screening is valid for three years. However, if you were previously screened in the past two years, you will need to log into your *FIRST* Account or VIMS account and agree to this season's Terms and Conditions, Consent and Release Form and the Youth Protection Program Policies. Once these three items have been checked, your screening status will be updated and displayed in your account.

3. Do Non-Lead Coaches/Mentors on my team need to be screened?

FIRST recommends if an individual participates in 30% or more of the team's activities, he/she is regularly involved with the team. It is a matter of the Lead Coaches'/Mentors' judgment whether these individuals need to complete a background screening. Additional Non-Lead Coaches/Mentors may be invited by the Lead Coaches/Mentors in the registration system as a team contact and may request that individual complete the screening process from their *FIRST* account.

Background screening is integrated into each program's national registration system. Please see the screenshots [available here](#) for more information.

4. How long will it take to get the Screening Report back? How will I know when it is complete?

Most background check reports will be available within 8-16 business hours. Screenings that require additional work or clarification will be available within 24-36 business hours. Occasionally a report may take longer due to response time from individual courts. You will receive an email when you have successfully placed your background check order and another when the report is complete. The email will contain a link to the screening agency to enable you to view a copy of your report.

5. Who sees my Background Screening Report?

Only the Youth Protection Department staff and you see a copy of your Screening Report. The Youth Protection Department will not share that report or any of its contents with anyone unless required by a court of law.

6. The Disclosure to Obtain Consumer Reports for Volunteer Assignment Purposes includes credit reports why is it necessary to share financial information?

The Federal Trade Commission defines Background Reports as a Consumer Report. The Consumer Report referred to in the Federal Credit Reporting Act (FCRA) Disclosure is a Criminal Record Report. *FIRST* does not obtain credit or financial reports.

7. The Code of Conduct states that "individuals who fail to adhere to the YPP Code of Conduct may be expelled. How is "adherence" measured, and what is the procedure for enforcement?

We ask adults working with teams to monitor each other as well as the team members. To recognize that abuse does not happen suddenly, but can be the end result of multiple behaviors leading up to the causing of harm. If an adult sees/hears another adult inviting a student to go out to his/her car to see something really cool... that observing adult should tell the offending adult that what they are suggesting is against the team rules and explain that crossing behavioral boundaries will not be tolerated. If the behavior stops and limits are respected, there is no problem. If the offending adult re-offends then the

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non-offending adult/s on the team need be prepared to tell that person that their services will no longer be needed on the team.

8. I want to volunteer for an event. Do I need to be screened?

Per *FIRST*'s Youth Protection Program Event Volunteers, who are 18 years of age or older, are required to obtain Youth Protection Clearance For the purposes of this requirement, "Event Volunteers" are defined as the individuals who are assigned specific roles by the event's Volunteer Coordinator and will be interacting routinely with youth participants. These roles are listed on the *FIRST* website and vary from program to program. Examples of these roles are: Judges, Referees, Robot Inspectors, Pit Coordinators, etc. Any volunteer who does not receive Youth Protection Clearance will be considered a walk-on volunteer (see information below). Background screening is integrated into Volunteer Information and Matching System (VIMS). Additional instructions on VIMS registration and the Volunteer screening process can found on the [VIMS Login page](#).

9. How are walk-on volunteers handled?

Walk on volunteers will be assigned to work with a screened volunteer and not assigned to work alone with students.

10. Do vendors or performers need to be screened in order to attend events?

No. *FIRST* does not require that they be screened. However, some event venues may require screening for everyone.

11. Is there an outline by program of level of emergency and security personnel required?

Emergency service should be what the venue requires and what, event managers deem as adequate. This will vary from event to event, by program and distance to local hospitals, fire departments, etc. Security personnel are not required by *FIRST*, but are recommended. However, some venues may require them.

24. Appendix 4 - Team Flag Rules and Guidelines

Team flags are a fun and exciting way to show off your team on the event day. This sections details the rules and guidelines for Team Flags to ensure they are safe to use.

General Rules

Team Flags should be no more than 8 feet in height and light enough so that one team member can carry the flag without burden for up to 200 feet. **Flags must not contain:**

- any sharp points or edges that could injure someone if the flag is mishandled
- any wireless technology that would interfere with event technology or LEGO robots
- any excessive lighting or objects that could pose a distraction to other teams in the robot game area

Required Text on Flags

The following items should be visible on the flag:

- Team Number: This is your official team number from *FIRST*. It is important that this number be large enough so that event officials can see the Team Flags up to 25 feet away.
- Team Name

Safety of Flags

Safety is paramount at our events. As stated earlier, flags cannot be dangerous to anyone on the event site. If a flag is deemed to have dangerous elements, event officials will ask that the flag have the dangerous elements removed or event officials will try to place the flag in a stationary position to safely have it on display. If no safe display location can be found, event officials will ask that the flag be removed from the venue.

Recommended Guidelines

We encourage teams to decorate their team flag with whatever they wish to make it stand out. You could paint the flag your team's colors, add your school's mascot, or add streamers and colored tape to make it bright and stand out.

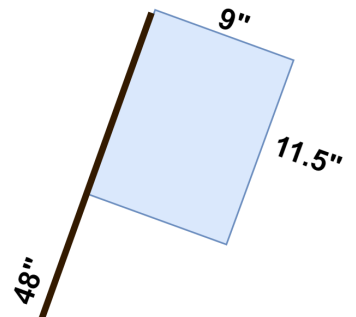
Here are some recommended materials:

- Pole: Wooden dowel or PVC tubing
- Flag Material: Cardstock or Poster-board

Simple and Easy Team Flag

Want a very simple and cheap team flag? You can make one for under \$15 using common office materials and a run to the hardware store. The components you will need:

- Sheet Protector (heavy duty recommended)
- Letter size sheet of paper (cardstock recommended)



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- Tape (packing tape recommended)
- Wooden Dowel (48" recommended)

To assemble the flag, simply attach the sheet protector with the open side up, and the hole punch side against the dowel. Using the tape, attach the sheet protector to the dowel. Then design the team flag on the letter size piece of paper. (Don't forget to design both sides!) Once the design is complete, then insert the sheet of paper through the top of the sheet protector. For optional security, tape the top of the sheet protector closed to prevent the sheet of paper from falling out.



Note: Dimensions listed are approximate and may vary slightly.

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25. Appendix 5 - Season Changes Overview

This section covers the major changes to the *FIRST* LEGO League Jr. program for each season. Be sure to check out the publish dates and individual change lists for full details.

2018 MISSION MOON Season

- Brand new Season Standards Manual.
 - Key additions include: Starting a team information, starting check-lists, better version tracking and updating for CVR.
 - Resource Library and Training / Seminars sections from the public website have moved to the manual.
 - More detailed walk-through of MyCVR and processes.

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