



FLL Saturday Planning Documentation

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This document is intended for other FIRST Robotics teams to use and adapt if they choose to run an FLL Saturday. We've found this event structure to be an engaging and effective way to help FLL teams prepare for their upcoming competitions.

While the current format supports four FLL teams, it can be easily adapted to accommodate more.

If you have any questions, please reach out to us at frc9098firehawks@gamil.com

Good luck!

♥ Team 9098 - FireHawks



TO DO LIST for Organizing Teams

Task	Specifics	Lead	Done
Finalize agenda	<ul style="list-style-type: none"> ● Date, times 9am-12pm, locations etc. ● Innovation project ● Team building game/activity ● Robot demo 		
1st email to FLL Coaches	<ul style="list-style-type: none"> ● Write email to invite teams ● Include overall agenda. 		
FLL tables	<ul style="list-style-type: none"> ● Construct tables (see FLL Table Building Instructions) 		
Put on hosting school calendar	<ul style="list-style-type: none"> ● Ensure that the event is posted on the school calendar for the host team. Check facility availability. 		
Organize team volunteers	<ul style="list-style-type: none"> ● Referees/score keepers ● Judges ● Robot demo ● Team building activity/challenge ● How many volunteers? See Volunteer Agenda) 		
Training for volunteers - afterschool	<ul style="list-style-type: none"> ● After school on your own time ● Score Keeping ● Referees 		
Team Challenge - a fun team building activity	<ul style="list-style-type: none"> ● Organize a team building activity that each team can do while they wait for judging and matches. 		
Schedule	<ul style="list-style-type: none"> ● Provide copies for each team ● Send to schools 		



Task	Specifics	Lead	Done
Finalize agenda	<ul style="list-style-type: none"> ● Date, times 9am-12pm, locations etc. ● Innovation project ● Team building game/activity ● Robot demo 		
1st email to FLL Coaches	<ul style="list-style-type: none"> ● Write email to invite teams ● Include overall agenda. 		
Venue preparation	<ul style="list-style-type: none"> ● Order two FLL season kits ● Set up and build each mission for both tables. ● Find a space for team “pits” ● Create Pit signs ● Provide a school/venue map for teams (share prior to the event) 		
2nd email to FLL Coaches	<p>Include:</p> <ul style="list-style-type: none"> ● Team schedules ● Venue map ● What to bring to the event. (i.e robot, computer, spare parts, Innovation Project) 		



VOLUNTEER AGENDA

9:00 - Welcome!

- Prayer
- Land Acknowledgement
- Purpose of today
- Team introductions
- Let's get started!!

9:15 - Matches - Room 163

Match Schedule

Match #	Approx. Time	Team # - RED	Team # - BLUE
Match # 1	9:15	Team 4	Team 1
Match #2	9:25	Team 2	Team 3
Match #3	9:35	Team 1	Team 2
Match #4	9:45	Team 3	Team 4
Match #5	9:55	Team 2	Team 4
Match #6	10:05	Team 1	Team 3

10:15 - Innovation Project Review and Team Challenge

Innovation Project Review

The Innovation Challenge Review - Teams will be given 30 minutes to present/share their Innovation projects with the “judges”. This is just for fun. Teams are encouraged to review lessons learned from this experience. **Volunteers should review the judging rubrics to understand the expectations for teams.**

Room 169 and Room 166

Session	Team	Team Time	Team	Team Time
1	Team 1: Room 169	10:15	Team 2: Room 166	10:15
2	Team 3: Room 169	10:45	Team 4: Room 166	10:45



Team Challenge

When teams are not presenting their Innovation Project, they will be working on a Team Challenge in Room 163. This challenge has been generously donated by our team's sponsor - Kinder Mind Toys.

11:15 - Robot Demo from Team 9098 and team building activities.

All teams in Room 163

For the safety of all participants, please stay behind the tables during the robot demo.

11:45 - Event Wrap up and Awards

All teams in Room 163

12:00 - Teams Depart

Team Pit Area

Each team has been assigned a pit location in Room 167. Teams are asked to be mindful of bags and items left on the floor. Safety is our number one priority. This room is not locked and teams are asked to not bring valuable items.

Awards

Just for fun...

Elegant Engineering Award: This award is given to a team who displays a uniquely and effectively designed robot.

Thorough Thinkers Award: This award is given to a team with a well-researched, surveyed and well thought-out plan to tackle a real-world problem through their innovation project.

Reliable Robot Award: This award is given to a team who displays consistency, calmness and purpose when completing their robot missions.

Visionary Spark Award: This award is presented to the team who has an outside-the-box approach to tackling a difficult issue within their innovation project.



Volunteer roles

Volunteers are expected to review the season materials posted on FIRST to understand the game, rules, scoring, and judging expectations. [Click here for season resources.](#)

Match Emcee (1)- This person's role is to introduce the team and is also the game announcer for each match.

Opening/Closing Ceremony Emcee (1) - Welcome the teams, say the prayer and explain the philosophy of the day.

Scorekeepers (2) - must have an understanding of the game and how teams are scored. Must score each match and submit the scorecard to the pit admin.

Referee (2) - must have a thorough understanding of the game. Approve the score cards for each match.

Field reset (2) - must know how the fields are set up and be able to reset the fields for each match.

Queue (1-2) - This person is responsible for queuing each team and ensuring that they are at the field on time.

Judges (4-6) - must have knowledge of the judging process for the Innovation Project, Robot Design, and the FIRST Core Values. Must be encouraging and be able to guide teams that may need more work on their innovation project. One adult mentor must be in the room.

Team Challenge co-ordinators (2) - must be able to monitor the teams as they work through their team challenge sets. If applicable to the event and if teams want to engage.

Robot Demo (4-5) - drive robot(s), operator, we also need a spokesperson to talk about the robot and our program.



SCRIPT for FLL Saturday

OPENING REMARKS

Welcome FIRST Lego League Teams, teachers, mentors, coaches, volunteers, and parents! On behalf of FIRST Robotics Team 9098 FireHawks we would like to extend a **big** FireHawks welcome to all of you.

Let us join together in prayer:

Dear God,

Help us to play to the best of our abilities and to show gracious professionalism.

Please let us be respectful and encouraging to others and to remember this is a time to learn together.

Allow the players to be safe, to be fair, and to have fun.

We give thanks to the coaches, mentors, volunteers and our families for their support and time.

We ask this through Jesus Christ, our Lord.

Amen.

Land Acknowledgement: [HCDSB Land Acknowledgement](#)

Purpose of today:

Today we gather to learn, grow, and prepare for the upcoming season. The goal is to learn from each other, encourage each other, and have fun! **ARE YOU READY TO DO THAT?**

Now we would like to introduce our teams:

TEAM 1 - From _____ Elementary School - the _____ - Team # _____

TEAM 2 - From _____ Elementary School - the _____ - Team # _____

TEAM 3 - From _____ Elementary School - the _____ - Team # _____

TEAM 4 - From _____ Elementary School - the _____ - Team # _____

LET'S GET STARTED!!



CLOSING REMARKS

Awards:

We would like to take a moment to recognize all the teams for their hard work. We know that robotics is not easy, but it is more than worth it! We hope that your learnings from today and this season ahead extend beyond just learning about a robot. At this time we would like to recognize our teams:

Elegant Engineering Award: This award is given to a team who displays a uniquely and effectively designed robot. This is awarded to:

Thorough Thinkers Award: This award is given to a team with a well-researched, surveyed and well thought-out plan to tackle a real-world problem through their innovation project. This is awarded to:

Reliable Robot Award: This award is given to a team who displays consistency, calmness and purpose when completing their robot missions. This is awarded to:

Visionary Spark Award: This award is presented to the team who has an outside-the-box approach to tackling a difficult issue within their innovation project. This is awarded to:

Congratulations to all our teams! The FireHawks have a tradition of doing shout-outs of appreciation after each event.

Thank you to all the volunteers!

Thank you to the organizers of the event!!

Thank you to all your coaches and mentors!!

And a big thank you to your parents!!!

We wish you success and have fun!



FLL SATURDAY TEAM AGENDA

9:00 - Welcome!

- Team introductions
- Overall philosophy of the day
- Let's get started!!

9:15 - Matches

Match Schedule

Round	Match 1	Match 1 Time	Match 2	Match 2 Time
1	Team 4 v 1	9:15	Team 2 v 3	9:25
2	Team 1 v 2	9:35	Team 3 v 4	9:45
3	Team 2 v 4	9:55	Team 1 v 3	10:05

Match #	Approx. Time	Team # - RED	Team # - BLUE
Match # 1	9:15	Team 4	Team 1
Match #2	9:25	Team 2	Team 3
Match #3	9:35	Team 1	Team 2
Match #4	9:45	Team 3	Team 4
Match #5	9:55	Team 2	Team 4
Match #6	10:05	Team 1	Team 3

10:15 - Innovation Project Review, Team Challenge or further robot practice.



Innovation Project Review

The Innovation Challenge Review - Teams will be given 30 minutes to present/share their Innovation projects with the “judges”. This is just for fun and we recognize that teams will be in various stages of developing their innovation projects. Teams are encouraged to review lessons learned from this experience.

Room _____ and Room _____

Session	Team	Team Time	Team	Team Time
1	Team 1: Room 169	10:15	Team 2: Room 166	10:15
2	Team 3: Room 169	10:45	Team 4: Room 166	10:45

Team Challenge or more practice...

When teams are not presenting their Innovation Project, they will be working on a Team Challenge in Room _____ or they may use the time to practice more matches or coding on the FLL tables.

11:15 - Robot Demo from FRC team _____.

All teams in Room 163

For the safety of all participants, please stay behind the tables during the robot demo.

11:45 - Event Wrap up and Awards

All teams in Room 163

12:00 - Teams Depart



Participating Teams

Team 1: Team Name: _____ Team #: _____

Team 2: Team Name: _____ Team #: _____

Team 3: Team Name: _____ Team #: _____

Team 4: Team Name: _____ Team #: _____

TEAM 1 Team Name: _____ Team #: _____

Timeslot	Activity	Location
9:00	Opening Ceremonies	
9:15	Match 1 (Blue Side)	
9:35	Match 3 (Red Side)	
10:05	Match 6 (Red Side)	
10:15	Innovation Project	
10:45	Minds-On Activity/Robot Practice	
11:15	Robot Demo	
11:45	Closing Ceremonies & Awards	

TEAM 2 Team Name: _____ Team #: _____

Timeslot	Activity	Location
9:00	Opening Ceremonies	
9:25	Match 2 (Red Side)	
9:35	Match 3 (Blue Side)	
9:55	Match 5 (Red Side)	
10:15	Innovation Project	
10:45	Minds-On Activity/ Practice	
11:15	Robot Demo	



11:45	Closing Ceremonies & Awards	
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TEAM 3 Team Name: _____ Team #: _____

Timeslot	Activity	Location
9:00	Opening Ceremonies	
9:25	Match 2 (Blue Side)	
9:45	Match 4 (Red Side)	
10:05	Match 6 (Blue Side)	
10:15	Minds-On Activity/ Practice	
10:45	Innovation Project	
11:15	Robot Demo	
11:45	Closing Ceremonies & Awards	

TEAM 4 Team Name: _____ Team #: _____

Timeslot	Activity	Location
9:00	Opening Ceremonies	
9:25	Match 1 (Red Side)	
9:45	Match 4 (Blue Side)	
10:55	Match 5 (Blue Side)	
10:15	Minds-On Activity/ Practice	
10:45	Innovation Project	
11:15	Robot Demo	
11:45	Closing Ceremonies & Awards	



Team Pit Area

Each team has been assigned a pit location in Room 167. Teams are asked to be mindful of bags and items left on the floor. Safety is our number one priority. This room is not locked and teams are asked to not bring valuable items.

Awards

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Reliable Robot Award: This award is given to a team who displays consistency, calmness and purpose when completing their robot missions.

Visionary Spark Award: This award is presented to the team who has an outside-the-box approach to tackling a difficult issue within their innovation project.

THANK YOU!

On behalf of the FireHawks we hope that you enjoy your day. If you have any questions or concerns, please feel free to connect with a FireHawks team member at the event.