

## VEX IQ Robotics Competition (VIQRC) - Nelson Team Grants

### How to Start a League

- Decide who at your school will be the Primary Contact. That person will be the **Event Partner (EP)**.
  - Leagues can have more than one EP, if desired
  - Have or register an account on RobotEvents.com.
  - Complete the online Background Check in My Account on RobotEvents.com.
  - Complete the 9-hour **EP Training & Certification Course**:  
<https://kb.roboticseducation.org/hc/en-us/articles/5458612573207-Event-Partner-Training-Certification-Course>
  - Provide the registered email address to LeRoy to be authorized as an EP by the REC Foundation
  - Stephen Stein and LeRoy Nelson are experienced EPs who can support your league.
- Set up a meeting to walk the campus from the parking area to the potential event spaces
  - Determine the maximum capacity of the event spaces. The ideal sizes for leagues or tournaments are:
    - 16-24 teams the first year
    - 20-36 teams in later years
  - Review availability and layout of **essential** event equipment and facilities:
    - Seating for audience:
      - Bleachers work best
      - Chairs
      - Standing area near fields
      - Sitting area near fields
      - The last two options need ropes or other barriers to keep audience at least 3' from fields
    - VEX IQ Robotics Competition (VIQRC) fields: 6'x8'
      - LeRoy provides one competition field and one practice field for each (up to 12 teams)
      - LeRoy provides Full Game and Field Element Kits for each field the first year.
      - Field Elements need to be assembled by the league hosts. Assembly typically takes several hours per field.
    - A table and chairs for each team plus registration, inspection/queuing for each field, and event control
    - Computer and printer.
      - Tournament Manager works best on Windows computers. Macs have problems connecting to RobotEvents.com
      - Local laser printers work best. Need to print 30-40 pages of match schedules quickly to start matches
    - Projector and screen/blank wall for audience match display
    - PA system with microphone
    - Audio input from computer to PA system or separate computer speakers for match sounds
    - Router and tablets for mobile scoring
      - LeRoy provides these
      - Smartphones can be used instead of tablets

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- The school Wi-Fi network can be used instead of the router
  - A router should not be connected to the LAUSD network
- Location of power, audio, video, and/or internet access points
- Charging station for robot batteries, phones, and laptops
  - LeRoy provides this
- Cables and extension cords for all equipment
- Restrooms
- Review availability and deployment of **optional** event equipment and facilities:
  - Local hotspot to enable **VEX Via** during events and/or to upload results afterwards
    - Only needed if Tournament Manager cannot access RobotEvents.com
    - Stephen Stein might bring this, or a smartphone can be used
  - Projector and screen or monitor for pit display
    - Essential if Tournament Manager cannot connect to RobotEvents.com
    - Rankings, match scores, and upcoming matches
  - Live streaming/live video
    - Essential if audience is restricted or not permitted
    - Most hosts use iPads
  - Projector and screen/blank wall for audience live video
    - Helpful if competition fields are not easily viewable by audience
  - Field monitor for each competition field
  - Food concession (fundraiser)
- Select League event dates:
  - The scheduled League dates and **Open Dates for Leagues** are posted at:  
<http://larobotics.org/NTGLEagues.html>
  - Three school weeks (Week 1-3) are available for each league session.
  - Leagues should try to choose dates on the same row of the **Open Dates** table to give teams 3 school weeks between League sessions to work on their robots.
  - Try to avoid date conflicts with other leagues.
  - Weekday events are usually 4:00-7:00 PM except the final session is 4:00-7:45 PM.
  - Leagues can also be scheduled on Saturday mornings or Saturday afternoons.
    - More family members can attend if you have a large audience seating area.
  - New leagues should schedule an in-person League Orientation for coaches and event volunteers.
    - 1-2 weeks before the first league session, preferably on the same weekday as the League sessions.
    - The first half would cover event logistics for coaches and event volunteers
      - 4:00-5:30 PM on weekdays
    - The second half would help train event volunteers to set up and run events
      - 5:30-7:00 PM on weekdays
- Confirm league dates with LeRoy. He will add them to the website above and to the REC Foundation's Southern California VIQRC Event Planning Spreadsheet.
- EPs complete Background Check
  - Same Background Check Coaches need to register teams this year

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- Work with LeRoy to register the league on RobotEvents.com.
  - This can be done with a Zoom meeting.
  - At most three EPs can be listed as Event Administrators on RobotEvents.com.
  - LeRoy should be one of the Event Administrators.

## Volunteers

Small leagues need at least seven trained key volunteers who can attend all sessions plus a trained backup available for each position:

- 1-2 Robot Inspectors, Queue Crew (one adult, second can be student)
- 1 Emcee
- 2 Head Referees (certified, age 16+)
- 2 Scorekeeper Referees (age 15+)
- 1 VEX TM Computer Operator

Each team is asked to provide at least one volunteer for at least one session:

- 1-2 Check-in, Queue Crew (one adult, second can be student)
- 1-2 Field Reset (students)
- 1-2 Practice Field Official (one adult, second can be student)
- 6-9 Remote Judges (adults, in January before Championship Session only)
- 2-3 In-person Judges (adults, Championship Session only)
- Younger judges age 16+ can be paired with adult Judges age 18+

Volunteers can be scheduled prior to or at the first League Session. Judges are scheduled in December.

A brief overview of the volunteer roles is available online at:

<https://kb.roboticseducation.org/hc/en-us/articles/4969327789207-Volunteer-Roles-Available>

Additional information about leagues is available in **Frequently Asked Questions** #10-16, 19, 21-22:

[http://larobotics.org/Documents/NTG\\_FAQ.pdf](http://larobotics.org/Documents/NTG_FAQ.pdf)