

VEX IQ Robotics Competition (VIQRC) - Nelson Team Grants

How to Start a League

1. Authorize Event Partners (EPs).
 - Each league needs at least two Event Partners: Primary Contact and Secondary Contact.
 - Decide who will be the Primary Contact EP--usually a teacher or administrator at the host school.
 - The host school can have one or more Additional Contact EPs in addition to the Primary Contact EP.
 - In some Regions (East and South), STEAM Coordinators are Secondary Contact EPs.
 - LeRoy Nelson is either Secondary Contact EP or Additional Contact EP for each league.
 - Each EP has or registers an account on RobotEvents.com.
 - Each EP completes the online Background Check in My Account on RobotEvents.com. Also required for all Primary Coaches, Secondary Coaches, and Judge Advisors.
 - Each EP completes the 8.5 hour [EP Training & Certification Course](#).
 - Each new certified EP provides email address registered on RobotEvents.com to LeRoy at LeRoy@larobotics.org to be authorized as an EP by the REC Foundation.
 - Stephen Stein and LeRoy Nelson are experienced EPs, Head Referees, and Judge Advisors who support all LAUSD leagues by attending each session to train event volunteers and to help resolve any issues that arise.
2. 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 subsequent 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, stanchions, or other barriers to keep audience members 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.
 - Need at least 3' clear on all four sides of each field, at least 4' between fields.
 - A 6' or 8' table and 6 or 8 chairs (or benches) for each team.
 - A 6' or 8' table and 2 chairs for registration, inspection/queuing, and event control.
 - Computer and printer on event control table.
 - Tournament Manager software works best on Windows computers. Macs have problems connecting to RobotEvents.com.

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- Local laser printers work best. Need to print 30-40 pages of match schedules quickly to start matches. Always bring extra paper and ink/toner cartridge.
 - 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.
 - Local router and tablets for mobile scoring:
 - LeRoy provides these.
 - Smartphones can be used instead of tablets.
 - The school Wi-Fi network can be used instead of the local router, but then all tablets may need to be registered on the school network.
 - A local 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
 - Needed if Tournament Manager cannot connect to RobotEvents.com, for example if no Wi-fi at event location or if using Mac.
 - 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.
 - Use to display 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, for example if fields are on a stage.
 - Field monitor for each competition field to display the match timer.
 - Food concession (fundraiser).
3. Select League event dates:
- The scheduled League dates and **Available 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 **Available 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 on Saturdays if you have a large audience seating area.
 - New leagues should schedule an in-person **League Orientation** for coaches and event volunteers 1-3 weeks before the first session.

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- 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
4. 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.
 5. Work with LeRoy to register the league on RobotEvents.com.
 - This can be done during a Zoom meeting in 30-60 minutes.
 - Work with school administration to select the Payee name and address for league registration fee payments. The school is usually Payee for elementary and middle schools, but a booster club or student body account is sometimes the Payee for high schools.
 - The event registration fee is the same for all LAUSD leagues and is adjusted each year based on the Los Angeles Consumer Price Index.
 - 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 five trained key volunteers who can attend all sessions plus a trained backup available for each position:

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

Each team is asked to provide at least one volunteer for at least one session to fill any non-key positions not filled by the league host school:

- 1-2 Check-in, Queue Crew (one adult or high-school student, second can be student)
- 1-2 Field Reset (students)
- 1-2 Practice Field Official (one adult or high-school student, second can be student)
- 6-9 Remote Judges (adults, in late December or early January, before Championship Session)
- 2-3 In-person Judges (adults, at Championship Session)
- 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** at:

http://larobotics.org/Documents/NTG_FAQ.pdf