



2017-2018 NC  
FLL HOST SITE  
PACKET

Thank you for being interested in learning more about becoming a Host Site for FIRST LEGO League!

**Dr. Kory Bennett**  
*North Carolina Affiliate Partner  
Representative*



**Dear Prospective Tournament Host,**

My name is Dr. Kory Bennett, and I serve as the Affiliate Partner Representative for North Carolina *FIRST*® LEGO® League (NC FLL). I am an employee of North Carolina Agricultural and Technical State University (N.C. A&T), which is the Affiliate Partner for NC FLL and serves to host this outreach initiative in science, technology, engineering and math (STEM) education targeted to children ages 9-14.

Every May, [FIRST® headquarters](#) opens registration for teams. The fees collected at this time cover operating costs for the *FIRST*® organization. Registration remains open until *LEGO*® field kits are no longer available. This typically translates to an open registration period from early May through early September. At the close of registration, Affiliate Partner Representatives for all regions receive the final team information for their area. This means that Affiliate Partner Representatives do not have a complete overview of the number of teams in their area, or where the teams are located until early September. Tournament planning by Affiliate Partner Representatives is therefore based on estimated numbers until close of registration at *FIRST*® headquarters.

**North Carolina *FIRST*® LEGO® League (NC FLL)**

It takes a number of people and organizations to properly facilitate and manage FLL Tournaments in North Carolina. A statewide effort is required to allow as many teams as possible to compete in *FIRST*® sanctioned events. The 2017-2018 season will be composed of approximately 13 qualifier tournaments (November - December 2017) and two State Championships in January 2018. The qualifiers will be dispersed throughout the state to allow teams to compete as close as possible to their homes. N.C. A&T is in search of organizations interested in partnering to act as Tournament Hosts for one or more Qualifier Tournaments in their areas.

Below, you will find a detailed description of the responsibilities associated with hosting an FLL event. Please read the packet carefully and feel free to ask as many questions as needed to get a clear understanding of the responsibilities. Any questions and/or concerns in regards to hosting a NC FLL qualifying event **should be submitted in a single document via email to [firstrob@ncat.edu](mailto:firstrob@ncat.edu) and [legoplanner@sp3.us](mailto:legoplanner@sp3.us)**. I will be happy to meet with you and your group, if needed.

Once you have a clear idea of what is necessary to host a Qualifying Tournament and you intend to commit to being a Tournament Host for your area, please complete and sign the NC FLL Tournament Host Application on pages 9 and 10. All applications must be signed by an authorized representative of your organization. Please indicate the location at which you intend to host the tournament. **Please forward the application by MAY 31, 2017 via email to the following individuals:**

Dr. Kory Bennett: [firstrob@ncat.edu](mailto:firstrob@ncat.edu)  
Shayla Sharpe: [legoplanner@sp3.us](mailto:legoplanner@sp3.us)

Once received, all applications will be reviewed and sites will be selected to host the 2017 – 2018 NC FLL Qualifying Tournaments. All responders will be contacted via email regarding the decline or acceptance of their tournament location. Selected host sites will be required to meet with the NC FLL Event Manager prior to the tournament date to review the host packet and conduct a site visit (if necessary). I appreciate your time, and hope to hear from you soon. Please let me know if you have any questions.

Sincerely,  
Kory Bennett, Ph.D.  
NC FLL Affiliate Partner Representative



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## HOST SITE RESPONSIBILITIES

As a Tournament Host, you have an opportunity to showcase area specific activities or special institutional events at your Qualifier Tournament. In addition, the Tournament Host shares the responsibilities of facilitating a Qualifying Tournament with the NC FLL Affiliate Partner.

Each Tournament Host will be responsible for the following:

- Securing a tournament site
- Providing resources and facility personnel
- Providing Concession Stand for Participants and Spectators
- Providing Catering for all tournament Volunteers
- Sharing in the financial obligations required to facilitate a Tournament

### I. Site Selection

**Note:** The NC FLL Affiliate Partner must approve all sites and dates prior to final reservation to ensure that ample space and resources are available to properly facilitate the tournament.

#### A. Dates

Secure tournament space and resources for a Qualifying Tournament on November 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, or December 2<sup>rd</sup>, or 9<sup>th</sup> in 2017 in your respective region. There will be no more than 3 tournaments per weekend. The State Championship will be held in January 2018.

#### B. Location Selection

Approximately 13 state-wide NC FLL Qualifying Tournaments are planned. The hope is to provide adequate coverage throughout the state that reflects the density of teams by hosting tournaments in the eastern, triad and western part of the state.

Each tournament will consist of a maximum of 36 teams (no more than 360 student participants), with a total estimated attendance of 500 – 1000 people (including volunteers and spectators). All sites should be secured for:

- Set-up on the Friday before Tournament Day from at least 6:00pm – 9:00pm.
- Tournament Day on Saturday from 6:00am – 8:00pm
- Space/Resources/Power Requirements

**Note:** General placement instructions of the required resources will be communicated to the Tournament Host by the NC FLL Event Manager. A site visit will take place prior to the tournament to complete a walk-through of all facilities.



### C. Parking

There should be ample parking in front of or near the entrance of the Tournament site. Parking should be available for at least 200 - 300 cars.

### D. Cancellation

At least 12 teams must be registered in order for the tournament to take place. Registration will be monitored in the weeks leading up to the event date. **If the required minimum number of teams is not met within two weeks of the event date, the tournament may be cancelled.** The NC FLL Event Manager will work with teams to locate an alternate tournament to attend.

## II. Resources and Facility Personnel

**Note:** The NC FLL Affiliate Partner will assist with general signage inside the building and directional signage placed in the parking lots directing teams and spectators to the Tournament facility

### A. Registration Area

A lobby space near the entrance where participants and spectators will enter the facility. This area will be used for team/volunteer check-in and an information table. The area should be large enough to accommodate all required resources and ample space for walking traffic.

#### Resources:

- 4 – Tables (6ft or 8ft)
- 6 chairs
- 4 power outlets

### B. Pit Area

Multi-purpose area (i.e. cafeteria, auxiliary gym, etc.) large enough to accommodate 40 - 6ft tables (with ample space in between for walking traffic and chairs) in close vicinity to competition area. This area will be used as a 'home base' for the participating teams, practice competition tables, and Pit Administration.

#### Resources:

- 40 Tables (6ft or 8ft)
- 150 chairs (4 per team table, 1 per practice table, 2 pit admin)

**Three 4ft x 8ft FLL Competition Tables (per FIRST guidelines)**

**Note:** Each team requires access to at least one power outlet no less than 25 feet from their pit table. Teams will be asked to bring their own extension cords and/or power strips to access these outlets. Host or Facility is required to provide tape to secure all extension cords to avoid trip hazards.



### C. Judging Rooms

9 small rooms (classroom, conference room or comparable space) will be required to facilitate the Judging portion of the tournament. These rooms should be in close vicinity to one another, and be no longer than a 3-5 minute walk from the Pit area.

#### Resources:

- 2 tables, 4 chairs and 2 power outlets per room
- **Three 4ft x 8ft FLL Competition Tables (per FIRST guidelines)**

### D. Competition Area

Standard Gymnasium (preferred) or open space of comparable size w/ spectator seating for up to 800 people. This area will be used for the Coaches Meeting, Opening Ceremony, Morning Practice Runs, Afternoon Robot Performance Runs, and Closing/Award Ceremony. Spectators must be able to view the event with minimum obstruction. Hence, **stadium seating is ideal**.

#### Required Resources:

- 6 - 8ft tables
- 3 - 6ft tables
- 8 chairs
- Projector and screen
- American flag
- Stadium Style Spectator seating
- 3 laptops
- 4 Power Strips
- 4 Extension Cords
- Score clock
- Sound system (w/ wireless microphone and auxiliary cord)
- **Six 4ft x 8ft FLL Competition Tables (per FIRST guidelines)**

**Note:** If the area does not have stadium style/bleacher seating, the Host Site and NC FLL Event Manager will work together to explore ways to create an acceptable viewing setup.

### E. Volunteer Hospitality Room

The hospitality room should accommodate approximately 30-40 volunteers at a time, and be equipped with ample amount of tables and chairs for volunteer seating and a buffet area for catering service.

### F. Facility Personnel

Each site should provide the following personnel:

- **Facility Manager** for assistance with building access, resources, and set-up.
- **Set-up/Clean-Up Crew** for assistance with setting up the tournament resources as listed in section II.
- **Housekeeping** on-site during event to maintain all occupied areas and restrooms and to provide basic housekeeping services at the conclusion of the event.



- **Security** for general safety and concessions area.
- **Audio/Visual Technician** to provide technical support for use of the sound/projection equipment.
- **First-Aid** person with experience/training in first aid must be available with a first-aid kit at all times.

**Note:** If a facility does not provide one or more of the personnel listed below, the Tournament Host is required to designate individuals to complete each task.

### III. Concession Stand & Volunteer Catering

The concession stand should be in close proximity to the competition area to service teams and spectators from 8:00am – 6:00pm on Tournament day. Traditional concessions should be available at affordable prices and include healthy options. The final concessions menu is up to the concession vendor. Vendors often have box lunch options for team lunches (*to be offered for purchase to teams*).

**Catering (breakfast and lunch) must be provided for all Tournament Personnel and Volunteers (approximately 75 people).** The Tournament Host may choose the menu for each meal with a minimum requirement of a continental breakfast, and pizza or box lunch for the lunch menu.

### IV. Volunteers (Optional)

While host sites are only required to provide facility personnel as noted in section II of this document, **NC FLL would appreciate all host sites spreading the word regarding the need for Volunteers for the tournament.** If you have individuals who are interested in being referees, judges, and/or general volunteers, please email their contact information (name, email address and telephone number) to [volunteers@nc-fll.com](mailto:volunteers@nc-fll.com). All volunteers will be contacted by a member of the NC FLL Planning Committee regarding available volunteer roles, registration, training and tournament day details.

**Note:** All volunteers will be required to register through *FIRST* via the Volunteer Information and Matching System (VIMS) at the following URL:

[https://my.usfirst.org/FIRSTPortal/Login/VIMS\\_login.aspx](https://my.usfirst.org/FIRSTPortal/Login/VIMS_login.aspx)

### V. Financial Responsibility

Tournament Hosts are responsible for the tournament related costs as listed below:

- Tournament Facility fee and applicable Personnel
- Resources, Set-up, Clean-Up
- Catering for Volunteers, Referees and Judges (See Section VI)
- Basic supplies – first-aid kit, rubber gloves, etc.



**Note:** In the event that the Facility does not provide the resources/set-up and clean up services listed under ‘Space/Resource/Power Requirements’, the Tournament Host is responsible for all costs and labor associated with providing these resources/services

## VI. Financial Assistance

The NC Affiliate Partner has agreed to provide financial assistance to all NC FLL hosts for the 2017 - 2018 season in the form of **reimbursement** of funds up to \$500 with regards **to Catering, Space Rental (for hosts who come out of pocket on rental fees), Facilities, and Security.**

**Note:** This assistance is not guaranteed for every season. A decision for the following season will be made at the end of the current season.

### A. Reimbursement Procedure

In order to receive funding assistance, the following 5 steps must be followed

**Step 1:** Secure official estimates from Vendors and/or Venues related to Catering, Facilities and Security.

- Each estimate should come from the originating Vendor/Venue. (i.e., if a site plans to use Ken’s Catering services, the estimate must come from Ken’s Catering.)
- The estimate should be made out to the paying entity.
- All estimates must contain the NC FLL Location and Date of each tournament, and provide detailed information on what is being provided.

**Step 2:** Submit estimates via email to [firstrob@ncat.edu](mailto:firstrob@ncat.edu) AND [legoplanner@sp3.us](mailto:legoplanner@sp3.us) by October 26, 2017. Once estimates are reviewed, host sites will be notified via email regarding reimbursement approval.

**Step 3:** Host Sites pay for goods and/or services in full.

**Step 4:** Submit PAID invoices for approved estimates via email to [firstrob@ncat.edu](mailto:firstrob@ncat.edu) and [legoplanner@sp3.us](mailto:legoplanner@sp3.us) along with a completed IRS Form W9 for the paying entity. These invoices must be submitted within **1-week** after the tournament.

**Step 5:** The NC Affiliate Partner will process reimbursement checks to the paying entity. Please allow 3-4 weeks for processing.

**Note:** If you have any questions, please call the NC FLL Event Manager, Shayla Sharpe, at (336) 273-5575 or email at [legoplanner@sp3.us](mailto:legoplanner@sp3.us).





## NC FLL AFFILIATE PARTNER RESPONSIBILITIES

As previously stated, Tournament Hosts are required to share in the duties and costs associated with facilitating a NC FLL Qualifier Tournament. The NC FLL Affiliate Partner will work in partnership with all Tournament Hosts and be responsible for the following:

### I. Tournament Director/Management, Personnel and Training

- Coordinate directly with Tournament Host regarding planning and execution of the Tournament. **Monthly meetings between the Tournament Host and appropriate members of the NC FLL Planning Committee will be scheduled to review tournament logistics.**
- Provide an Event Manager, Judges and Referees to ensure efficient management of tournament and the Judging process
- Participate in at least one site visit (if required) to assess facility set-up and layout
- Provide training materials and facilitate training calls for team volunteers, judges and referees
- Provide assistance with on-site Friday set-up, assist with Saturday volunteer training, and pick up of all standard materials and team qualification information at the conclusion of the tournament

### II. Team Communication

- Advertise tournament to all teams registered with *FIRST*
- Facilitate registration for all teams and obtain all required *FIRST* consent forms
- Coordinate team volunteers to assist with the tournament day management
- Provide teams with tournament information packet
- Coordinate competition table and kit borrowing (for practice tables) with Regional coaches

### III. Provide Standard Tournament Materials

- Name Tags and T-shirts for referees, volunteers and Judges
- Field kits/mats for the competition and judging areas
- Registration, Referee and Judging materials
- Trophies and/or applicable Awards
- Outdoor/Indoor signage

**Note:** All materials will be transported to the site by the Event Manager on the day before each tournament.



## NC FLL TOURNAMENT HOST SITE APPLICATION

Name of Host Site: \_\_\_\_\_

Tournament Date: \_\_\_ Nov. 4, 2017     \_\_\_ Nov. 11, 2017     \_\_\_ Nov. 18, 2017  
                         \_\_\_ Dec. 2, 2017     \_\_\_ Dec. 9, 2017

### Contact Person:

- Name (Print): \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

Does the tournament site require a signed contract for use of the facility? YES or NO  
*If yes, please attach a copy of the contract for submission with the Host Planning Checklist.*

Please initial next to items 1 – 8, and sign **indicating that you and your organization understand the obligations of being a Tournament Host.**

1. \_\_\_ Tournament hosting takes a committed group of people that will be available for planning through execution (June 2017 - December 2017).
2. \_\_\_ Select and secure a suitable tournament site – the venue must be reserved the Friday before the tournament from 6:00pm – 9:00pm and Saturday (Tournament Day) from 6:00am – 8:00pm.
3. \_\_\_ Tournament Hosts are aware that facilities needed for a 36 team tournament are:
  - Parking in close proximity to facility with capacity for 200 – 300 cars.
  - 1 Registration Area near main entrance to facility with space for walk-through traffic and 4 tables
  - 1 Pit Area with capacity for 36 teams, 3 FLL Competition Tables and 1 Pit Admin Table
  - 9 judging rooms
  - 1 Hospitality room
  - 1 Competition Area with a capacity for ~ 800 spectators and all resources as noted
4. \_\_\_ Tournament Hosts understand that venue selection could result in extra fees without careful planning. Some venues may charge rental fees, facility management fees, or security fees. Venues should be selected that do not charge these fees or the Tournament Host should be prepared to cover these costs.
5. \_\_\_ Tournament Hosts are responsible for providing breakfast and lunch for approximately 75 volunteers.

