

Partner/Head Referee Checklist



Before the Event:

- Designate your Head Referee:** This person will run the required referee training before the event and will be responsible for overseeing robot game matches and responding to concerns with scoring during the event.
- Review the referee toolkit:** Familiarize yourself with the **Robot Game Rulebook**, scoring materials, and all components of the referee toolkit including all printed documents and training videos. If you will be using the **Event Hub**, dedicate time to familiarize yourself with this platform.
- Recruit volunteer referees:** Confirm the number of robot game tables and referees needed for your event with your tournament organizer and volunteer coordinator. It is required to have at least 1 referee per table, but recruiting additional referees is recommended. If you can, pair experienced referees with first-time referees.
- Secure challenge sets:** Coordinate with the tournament organizer to obtain the necessary number of challenge sets (mission models and mats) and robot game tables. If needed, determine who will assemble the mission models ahead of your event.
- Communicate with referees:** Send your referees the following resources in advance, but be sure to go over the same material in your referee training session:
 - Robot Game Mission Video**
 - Robot Game Scoresheet**
 - Referee Guide and Quiz**
 - Robot Game Rulebook**
 - Challenge Updates**
 - Field Set Up Video**

Referees may also want to review the **Season Challenge Overview**. You should also share event-specific information with referees, such as the the day and time of your referee training session.

- Communicate with teams:** Work with your tournament organizer to send the teams competing at your event the following, along with any event-specific information that teams will need to know (ex: if there will be a designated space for teams to record their matches):
 - Robot Game Scoresheet**
 - Challenge Updates**You may wait to share the match schedule until the day of the event in case any changes need to be made.
- Create the schedule:** Coordinate with the tournament organizer to schedule robot game matches. Each team will compete in at least three official matches, and referees will need time between matches to review the scoresheet with the team and to reset the game table before the next match.
- Determine your awards:** With your tournament organizer and judge advisor, choose how many **Robot Performance Awards** to present, and ensure the correct number of trophies are obtained.
- Print documents:** Print enough robot game schedules for all referees and robot game queuers and enough paper scoresheets for each match, if used. Even if the robot game scores are being collected digitally, it may be useful to print extra copies of the **Robot Game Scoresheet** in case of technology failure.

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Referee Training:

- If possible, hold the session before tournament day; otherwise, conduct it on the event day before robot game matches begin. Training takes about one hour (see **Referee Training Slide Deck**) and is mandatory for all referees.
- Make sure to review: all referee toolkit materials and **Challenge Updates**, how to use the paper scoresheet or Event Hub scorer, the importance of scoring teams consistently, benefit of the doubt calls, and how to evaluate a team's *Gracious Professionalism*[®] after each match. Remind referees they can record the team's *Gracious Professionalism* score before or after the team has signed off on the scoresheet.
- Allow field resetters and game announcers to observe the training. If they are not able to attend, be sure they have watched the **Robot Game Mission Video** and **Field Set Up video** and be available to answer any questions they may have.

On the Day of the Event:

- Set up robot game tables:** If possible, complete this the day before the tournament. Verify that all mission models are built correctly and that the tables are set up according to the **Field Set Up Video**. Depending on the size of your event you may need to consider areas for queuing, cameras, and the audience. Refer to the **Tournament Manual** for details.
- Prepare for scorekeeping:** Provide the necessary scoring equipment at each table such as a laptop/tablet or paper scoresheets with clipboards and pens. The **Event Hub** has digitized scoresheets, but if you are using paper scoresheets, arrange how they will be collected and assign a scorekeeper to calculate and input the scores into the **Official Judging Spreadsheet (OJS)**.
- Participate in the Coaches Meeting:** During this meeting, you should remind coaches about any challenge updates or rule clarifications and be prepared to answer any questions they may have.
- Observe matches at each table:** If teams are not assigned to tables, try to rotate teams between tables throughout the day to normalize any differences in table construction and referee scoring. You may be asked to make a final call on scoring for a match or mission. Monitor the referees during the day and step in where you feel Head Referee input is needed and remember teams should be given benefit of the doubt wherever possible.
- Encourage the teams:** Teams will be excited to compete, but it is normal for them to feel nervous. Do your best to help calm their nerves before their match and keep an eye out for teams showing exceptional *Gracious Professionalism*. Be sure to communicate these instances with referees and with your Judge Advisor.
- Check score data:** Throughout the day, check the scores that have been entered into the Event Hub or the **OJS** and ensure you have enough time to locate and input missing scores before awards allocation.
- Prepare for the award ceremony:** After the final match, encourage the referees to attend and enjoy the award ceremony with the teams. You may want to thank your referees publicly at the ceremony or have them present awards to the teams.

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At the End of the Event:

- Organize scoresheets:** If your event used paper scoresheets, ensure they are organized so they can easily be distributed to the teams.
- Clean up game tables:** Ask referees to assist with packing up challenge sets and taking down robot game tables. If the challenge sets are being used by another event, make sure to note any missing pieces or damaged mission models.
- Share event feedback:** Make sure to communicate both positive and constructive feedback with your regional partner. If your event advances teams onto the next level of competition, it is important to share any situations that arose during robot game matches with the next event's Head Referee so they can prepare. Your feedback helps improve future events and ensures any issues from your event are addressed promptly.

Thank you and well done!