

21st LAWRENCE TECHNOLOGICAL UNIVERSITY ROBOFEST 2020

General Rules

V 1.2 – Final Version

This file can be found under the **Get Involved** → **2020 Main Page** on the website
Coaches are responsible for communicating rules updates to participants

www.robofest.net

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1. Robofest Mission Statement

Robofest's mission is to:

- Generate excitement and interest among young people for Science, Technology, Engineering, and Mathematics (STEM), Arts, and Computer Science
- Develop soft skills such as teamwork, leadership, creativity, communication and problem solving
- Prepare students to excel in higher education and technological careers

2. Features of Robofest

- 100% Autonomous – sensors required
- Challenging - dynamic playing fields, unknown factors, and **no** direct adult help allowed
- Any robotics kit / system allowed
- Affordable (reuse old kits; Registration fee: \$50)
- Pre- and Post-Assessments (on-line)
- Qualifying Competitions, MI Invitationals & World Championship
- Age Divisions for most categories:
 - Jr. Division: 5th – 8th (in spring 2020)
 - Sr. Division: 9th – 12th (in spring 2020)
- Variety of competition categories for more opportunities in STEaM learning

3. Introduction and Competition Summary

- Robofest[®] is an annual robotics competition designed to promote and support Computer Science, Arts, and STEM (Science, Technology, Engineering, and Math) learning through autonomous robotics
- 2 competition categories:
 - Qualifying Categories: Game and Exhibition
 - Open Categories: BottleSumo, RoboArts, RoboMed, Unknown Mission Challenge (UMC), Vision Centric Challenge (Vcc), and RoboParade

4. Qualifying Categories

Teams must compete at local sites OR through Video Qualifier in order to advance to the World Championship event

Competition Category	Age (Grade*) Divisions	Team Size	Platform	Unknown Factors	Reg. Fee**	Note
Game	Jr. (5 th -8 th) & Sr. (9 th -12 th)	Max. 5	Any	Partially unknown	\$50	Each team uses a fully autonomous robot to play this year's game, GolfBowl
Exhibition***	Jr. (5 th -8 th) & Sr. (9 th -12 th)	Max. 5	Any	Lighting Conditions	\$50	Each team has complete freedom to show off a creative autonomous robotics project

(*) School Grade in spring 2020 - For exceptions to student's grade, complete the online "Age Division Waiver Request" at the time of registration

(**) Per team. No refunds will be given; some qualifying sites may charge an additional Site Check-in Fee; Sites outside USA may have different fee schedules

(***) Exhibition teams must submit a video to be considered for advancement to the World Championship

5. Open Categories (1/3)

- Hosted at the World Championship at Lawrence Technological University in Southfield, MI on May 14, 15, and 16, 2020. Detailed information about World Championship can be found in Section 18
- Some events also conducted at some local sites
- “Open” means any team from around world (except from Member Countries listed on the Robofest.net website) may register online as long as space is available, with no qualification necessary
- Categories, Age Divisions and other details are shown on the following slides

5. Open Categories (2/3)

Competition Category	Age (Grade*) Divisions	Team Size	Platform	Unknown Factor	Reg. Fee**	Competition Venues:
BottleSumo	Jr. (5 th -8 th)	Max. 3	LEGO NXT, EV3 or VEX IQ	Partially unknown	\$50	Various locations and World Championship
	Sr. Classic (9 th -12 th)	Max. 3	LEGO NXT, EV3 or VEX IQ	Partially unknown	\$50	Various Locations and World Championship
	Sr. Unlimited (9 th -12 th)	Max. 3	Any	Partially unknown	\$50	World Championship
RoboArts	Jr. (5 th -8 th) Sr. (9 th -12 th)	Max 5	Any	Lighting Conditions	\$50	Various Locations and World Championship

(*) School Grade in spring 2020 - For exceptions to student's grade, complete the online "Age Division Waiver Request" at the time of registration

(**) Per team; May be different for Local events. No refunds will be given

5. Open Categories (3/3)

Competition Category	Age (Grade*) Divisions	Team Size	Platform	Unknown Factor	Reg. Fee**	Competition Venues:
RoboMed (New for 2020)	Sr. (9 th -12 th) College	Max. 5	Any	Lighting Conditions	\$50	World Championship
Unknown Mission Challenge (UMC)	Jr. (5 th -8 th) Sr. (9 th -12 th)	Max. 3	LEGO NXT, EV3 or VEX IQ	Fully unknown	\$50	World Championship
Vision Centric Challenge (Vcc)	Sr. (9 th -12 th)	Max. 3	Any vision-based robot	Partially unknown	\$50	World Championship
RoboParade	Jr. (4 th -8 th)	Max 5	Any	Lighting Conditions/ Route	\$50	Various Locations and World Championship

(*) School Grade in spring 2020 - For exceptions to student's grade, complete the online "Age Division Waiver Request" at the time of registration

(**) Per team; May be different for Local events. No refunds will be given

6. General Team Rules (1/3)

Team Formation

- Any organization such as a school, home school, civic organization, club, etc. can form teams
- Grade Level Divisions for each competition category are indicated in the previous Tables. Grade levels denote the student's grade as of spring, 2020
- For any exceptions in a student's grade, the coach must complete the online "*Age Division Waiver Request*" at the time of registration
 - Playing up from lower grades into Jr. Division and from Jr. Division to Sr. Division is allowed as long as the student has exceptional talent in construction of the robot *and* computer programming, and has the ability to set up, solve problems and contribute to their team during the competition. Examples must be specified on the request
 - Playing down is discouraged. The reason to request playing down must be specified on the request
 - For either playing up or playing down, coaches should obtain consent from their entire team and their parents and agree to the provisions of the waiver. Robofest will notify the coach of the age waiver decision
- A team member may join multiple teams *in other competitions, not in the same category*. For example, a student can join a Game team and an Exhibition team. When a coach has multiple game teams, a student can join only one game team
- A team cannot register at multiple qualifying sites; except for US Exhibition teams (see Rules for Online Video Submission)

6. General Team Rules (2/3)

Student Solutions

- Students must agree to and abide by the Robofest Team Pledge (section 21)
- Teams must design, build and program robots on their own.
 - If a team is identified as having a robot design or program that is too similar to a robot or program sold or posted online or is clearly not their own, the team will be subject to investigation and possible disqualification
 - If a team is identifies as having a robot design or program that is too similar to another robot at the competition or is clearly not their own, the team(s) will be subject to investigation and possible disqualification. This includes robots from teams of the same institution
 - If a team is identifies as having a robot design or program that is clearly not their own and might be designed by a non-team member, the team will be subject to investigation and possible disqualification

6. General Team Rules (3/3)

Team Registration

- Registered Robofest Coaches register teams; a coach may have multiple teams using the same coach ID #
- Team registration is managed online at www.robofest.net. See Section 8
- Registration deadline is 10 days before the competition date at each site
- Competition category may be cancelled if 5 teams are not registered
 - Teams already registered can request transfer to another site if one is within a reasonable distance OR
 - Teams can transfer their registration to Video Qualifier submission (see Section 12)
- Site Host may collect an additional Site Check-In fee, which will be used solely by the competition host site. Each qualifying site web page specifies the fee amount under “Site Check-In Fee”

7. Team Coach Rules (1/3)

Coach Qualifications and Roles

- Must be adults with no criminal record
- Must agree to and abide by the Coach's Pledge (Section 22)
- Must have a valid email address and must check the email account regularly
 - Email is the primary and official communication method between the Robofest organizer and the team. Coach must submit AND confirm email address changes in the Robofest registration system by logging into the coach's Robofest account
- Must enter and verify team information before registration closes (**10** days before the competition)
 - Each team member's personalized certificate and participation medal will be printed based on the information the coach enters on the website
 - Robofest will charge to reprint items due to incorrectly entered information
- Must coordinate pre- and post-assessments (or surveys) online to help Robofest administration gather data regarding the students' learning of STEM subjects
- May register **different** teams for multiple qualifying sites using the same Coach ID
- Facilitate, transport, and oversee team members at team meetings and at Robofest competitions

7. Team Coach Rules (2/3)

Team Sponsorship

Up to 4 Team Sponsors can be recognized in the registration system. These sponsors can be individuals, groups, or other organizations that donate cash, products, or in-kind services to the team

Coaching Teams

- Coaches, parents, teachers or mentors may not directly assemble the robots, or write/edit the program code for the team at any time. During coaching sessions and team meetings, coaches should teach and/or provide necessary training for the team to solve the challenge problems by themselves
- Recommended that coaches recruit technical mentors or assistant coaches if necessary. - Contact local IEEE (Institute of Electrical and Electronics Engineers) chapters (Robofest medal sponsor), ACM (Association for Computing Machinery) chapters, engineers' societies, robotics clubs, tech companies, community colleges, or universities to find volunteer technical mentors
- Robofest provides some technical workshops at LTU and/or online. Books, multimedia curriculum, and other online resources are also available

7. Team Coach Rules (3/3)

Consent & Media Release Form and Publicity

- All team volunteers coaches, and students must submit an *Informed Consent, Release and Media Authorization Form* and agree to our *privacy policy*
 - Coaches must agree to the Privacy Policy and Consent and Release Form online each time they register a team
 - Student form can be completed by the parent electronically through the registration system:
 - On the team registration page, the coach enters a "Parent Email" for each student
 - The parent will receive an automated email with a link to complete and submit the form online
 - If the coach does not have the parent's email at the time of registration, the coach can enter his/her own email address and can then forward the link to the parent OR the coach can update the parent's email and send the link at any time prior to the registration close date
 - If no online form has been submitted, a hard copy form (signed by the parent) must be submitted to the hosting site during check-in on the date of the event
 - Fillable PDF available on the robofest.net website: <https://robofest.net/RobofestConsentReleaseForm.pdf>
- Before and after Robofest, please contact newspapers, radio, and TV stations to recognize your teams' efforts and achievements. Let Robofest administration (robofest@LTU.edu) know if your teams were featured in any media outlets

8. Registration Process (1/5)

Step 1 - Coach Registration:

- **New Coaches**

- Submit new coach registration online at www.robofest.net.
- After submitting the registration form, a numeric Coach ID will immediately be sent to the coach by email from *do-not-reply@robofest.net*
 - YOU MUST CONFIRM COACH REGISTRATION BY CLICKING A LINK IN THE EMAIL CONFIRMATION SENT TO YOU
 - If you do not receive the confirmation email, contact robofest@LTU.edu or 248-204-3568 to resolve the problem. (An incorrect email address in the coach registration form may be the cause)
 - Please also check your spam folder before contacting us

- **Returning Coaches** are encouraged to use their prior coach ID and password. If you forgot your password or ID, click on the "Forgot Password" link

8. Registration Process (2/5)

Step 2 - Team Registration:

- Register early - a competition division/site will close when registration reaches maximum capacity. AND
- A division/site will be canceled if minimum registration is not met (see section 7)
- Using the numeric coach ID and password, create teams in selected site. Enter the chosen Team Name, Robot Type and Programming Language
- Exhibition, RoboArts, and RoboMed teams only - enter a short project description
- Team Video URL field is for teams who compete via Video Qualifier and for Exhibition Teams who advance
- Enter each team member's first name, last name, gender, grade (for exceptions to grade, see section 6), student email address, parent email address (to send a link to submit the *Informed Consent, Release and Media Authorization Form* and agree to our *privacy policy*), and ethnicity
- Optional: Enter each team volunteer's (other than the Head Coach) first name, last name, role and email address and Enter each sponsor's name and email address
- Accept the Robofest Coach's Pledge (Section 17), agree to the *Informed Consent, Release and Media Authorization*, and agree to our *privacy policy*

8. Registration Process (3/5)

Step 3- Registration Fee Payment:

- After creating all of your teams, pay the registration fee(s):
 - Online using a major credit card through PayPal. A PayPal account is NOT required to make payment. You will receive a payment confirmation email from PayPal, which can be used as a receipt
 - Send a check payable to LTU Robofest to: ***LTU Robofest, 21000 West 10 Mile Rd., Southfield, MI 48075, USA.*** Make sure to **WRITE THE TEAM NUMBER(S) IN THE MEMO LINE OF THE CHECK AND INCLUDE A HARD COPY OF THE INVOICE PAGE FROM THE WEB WHEN YOU MAIL THE CHECK.** Your team registration will be complete once Robofest/LTU receives the check.

Step 4 - Informed Consent, Release and Media Authorization Form:

- If the Consent & Release electronic form has not been submitted through the registration process, (information available in Team Listing menu) print and provide to students' parent or guardian. Get the signed forms and turn in signed form at the event

8. Registration Process (4/5)

Step 5 - Team Photo Uploading:

- Team photos can be included on the team's personalized certificates if desired. Take a team photo and upload it to the coach account on the web. The photo must be uploaded before the registration close date of the qualifying competition. Steps are:
 - Logon to your coach account
 - Click on "Upload Team Photos" link under Team Management on the left menu bar
 - Select the site and team and upload the file
- Photo Requirements:
 - (1) Standard **landscape photo** file such as jpg, gif or tif (width: height ratio should be 4:3 or 16:9)
 - (2) Smaller file size is recommended
 - (3) Must show all the team members listed
 - (4) Only students should be in the photo
 - (5) Must show the identifiable team ID (established in Registration Step 2) and team name (write or print the number on a sign and hold it when taking the photo **or** edit the photo file to add text)

8. Registration Process (5/5)

Step 6 - Robot Photo Uploading:

Robot Photos can also be included on the team's certificate if desired. Take a photo showing your team robot(s). Upload the photo using the coach's web account before the freeze date of the qualifying competition. The robot photo requirements are the same as in (1), (2), and (5) in Registration **Step 5**

Step 7 – Final Updates:

Coaches must finalize/correct any team information including Project Description (Exhibition, RoboArts and RoboMed) and team video link (if required) before the registration close date (minimum **10** days before the competition date for each qualifying site). Coaches will be notified of close date. Changes cannot be made after registration closes

9. Team Volunteers

- Coaches are encouraged to recruit volunteers for technical mentoring, financial sponsorship, transportation, constructing playing fields, preparing food, taking pictures, videotaping, etc.
- The Robofest website will list up to four volunteers per team
- LTU/Robofest has become a Certifying Organization for the President's Volunteer Service Award, or PVSA (www.presidentialserviceawards.gov). All Robofest team and site volunteers are encouraged to track service hours. To register, please contact Dr. Chung at cchung@LTU.edu

10. Robofest Assessments or Surveys

- The purpose of the assessment (or surveys) is to quantify and analyze students' interest in STEM subjects and improvements in STEM skills through Robofest
- Participants will be assessed before and after the competition to see the level of improvement. Another group of students who did not participate in the competition will act as a control group and take the same pre- and post- assessments. Pre-assessment/survey instructions will be sent to all coaches registered at a site. Coaches will receive post-assessment/survey instructions in April
- This assessment is anonymous and results may be published in annual reports as well as a journal on education research

11. Team Responsibilities (1/2)

- All teams must observe the check-in time set by the Site Host Organizer
- Bring to the Robofest venue on competition day:
 - Robot(s), spare parts, and extra batteries (or charger)
 - Laptop or other computer **for each team** to solve unknown factors or adjust to the lighting conditions
 - Power strip and power cable
 - *Exhibition teams* (Including RoboArts and RoboMed): poster boards to introduce project and all necessary materials
 - Signed *Consent & Media Release* Forms for team members and team volunteers – *if not completed online*
 - Site check-in fee, if your qualifying site charges a check-in fee. Check the site webpage

11. Team Responsibilities (2/2)

General Rules during Robofest qualifier, open and championship competitions:

- A. Only team participants with name badges will be allowed in the pit (team table) area
 1. Adults can assist with carrying in team materials, escorted by a proctor, but must immediately leave the pit area
 2. No adults are allowed in the pit area during the work time for all qualifying categories
 3. Additional restrictions may apply for specific categories
- B. Students in the pit area are prohibited from using wireless or Bluetooth communication to interact with adults
- C. It is strongly suggested, for security purposes, that the coaches instruct team members to close laptops when stepping away from the table to conduct a practice run
- D. Participants must not interfere with other teams in any way
- E. Be respectful of all teams. Do not make unnecessary noise which might disturb other teams in the pit area
- F. No food or drink is allowed inside the competition area
- G. No flash photography is allowed inside the competition area

12. Online Video Qualifier Submission (1/2)

- A. If there is no qualifying site near the team location, *Game* and *Exhibition* teams may register for **International_Video_Qualifier** or **US_Video_Qualifier**
- B. \$50 registration fee
- C. Submission Deadline is 11:59 pm Eastern time, Monday April 20, 2020
- D. Adults may help produce the video. Acknowledge everyone involved in the video production in the credits
- E. Recommended video contents:
 - 1. Start with the team ID, Team Name and team member introduction, around 5 seconds for each member
 - 2. Game Teams:
 - a. Demonstrate all required rounds
 - b. Show entire playing field
 - c. Wait for 3 second after run is completed to stop video recording
 - d. The video should not be edited once each round has started
 - e. You do not need to show work time
 - 3. Exhibition Teams:
 - a. Introduce features of the robots, around 5 seconds for each robot
 - b. 4-minute Exhibition Presentation. The video should not be edited once the presentation has started
 - c. 2-minute question and answer session (interview–style). Coaches may prepare and ask questions
 - 4. Rolling credit and/or acknowledgement

12. Online Video Qualifier Submission (2/2)

- F. Coach must upload link (saved to video sharing site) to the video on the team's page
 1. Log on to coach account
 2. Click on "Team Video Links" on the Team Management Menu on the left menu
 3. Select the site and team
 4. Enter the URL for the video (URL can also be entered directly on team edit page)
- G. US teams (MI Exhibition and Non-MI Game and Exhibition) will be permitted to re-compete through the USA Video Qualifier for a second chance to qualify for World Championship. Teams must re-register on the US_Video_Qualifier site with a new Team ID / new \$50 Registration Fee
- H. Robofest will ship participation medals and certificates to all Video Qualifier team coaches
- I. If a winning team advances and attends the World Championship Event, any earned Video Qualifier trophy will awarded during the award ceremony for that event. If the team does not attend the Championship Event, Robofest will ship the trophy to the coach after the World Championship

13. Warm Up, Judging and Photo Contest

Warm-up Competition

- February 15, 2020 at LTU
- To create videos for Game Judge Training
- Open to a small number of registered teams and registered judges (may not be open to the public)

Judging and Prizes

- Detailed judging rules are outlined in each category's rules
- Every registered team member will receive a certificate of achievement and a personalized medal during the award ceremony of the Qualifying Competition
- Approximately 20% of the total number of teams for each division at each Official Qualifying Competition site will win trophies to be presented during the award ceremony (all teams must stay)

Team Photo Contest

- The best team photos will be selected from those uploaded. Every team is automatically entered once the team photo is uploaded to the registration system
- Selection criteria includes upload date, team spirit, unity, harmony and uniqueness
- Only registered participants should be included in the team photo
- Upload the team photo as early as possible
- Photos cannot be uploaded after the registration close date

14. Advancing to World Championship - Michigan Teams

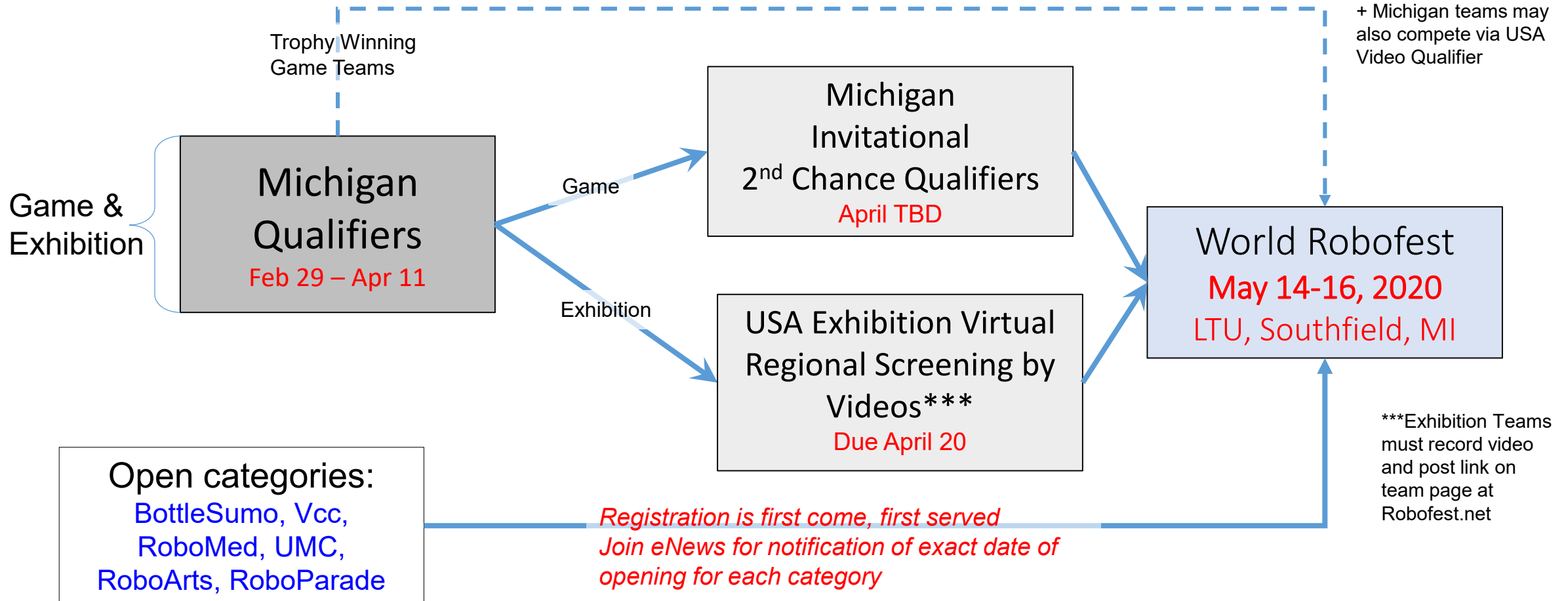
GAME TEAMS:

- All Trophy-Winning Game teams from each MI Qualifying competition will automatically advance to the World Championship Competition on May 14-16, 2020
- Other Game teams from MI Qualifying competitions who would like a second chance to qualify for World Championship may register to compete again at one of several Michigan Invitational Qualifier Events to be scheduled during the month of April, 2020 at Lawrence Technological University
 - Teams must register with a new team number and pay a new \$50 registration fee to be eligible to compete
 - Teams will receive a Michigan Invitational Certificate and Medal of Participation
 - Total number of Game teams advancing from the Michigan Invitational Qualifiers to the World Championship will be decided by the team's scores

EXHIBITION TEAMS:

- All Trophy-Winning Exhibition Teams from MI Qualifying competitions must record a video and publish it to a video hosting site, then add a link to the team's Qualifying Site registration page for consideration for the World Championships based on a Video Screening
 - Coach must upload a video link to the team's registration page (See section 12 for video guidelines)
 - Submission Deadline for the Virtual Regional Video is 11:59 pm Eastern time, Monday April 20, 2020
- Other Exhibition teams from MI Qualifying competitions who would like a second chance to qualify for World Championship may register to compete again through the US_Video_Qualifier (see section 12)
 - Teams must register with a new team number and pay a new \$50 registration fee to be eligible to compete
 - Teams will receive a Video Qualifier Certificate and Medal of Participation

14. Advancing to World Championship - Michigan Teams+



15. Advancing to World Championship

Non-Michigan USA Teams

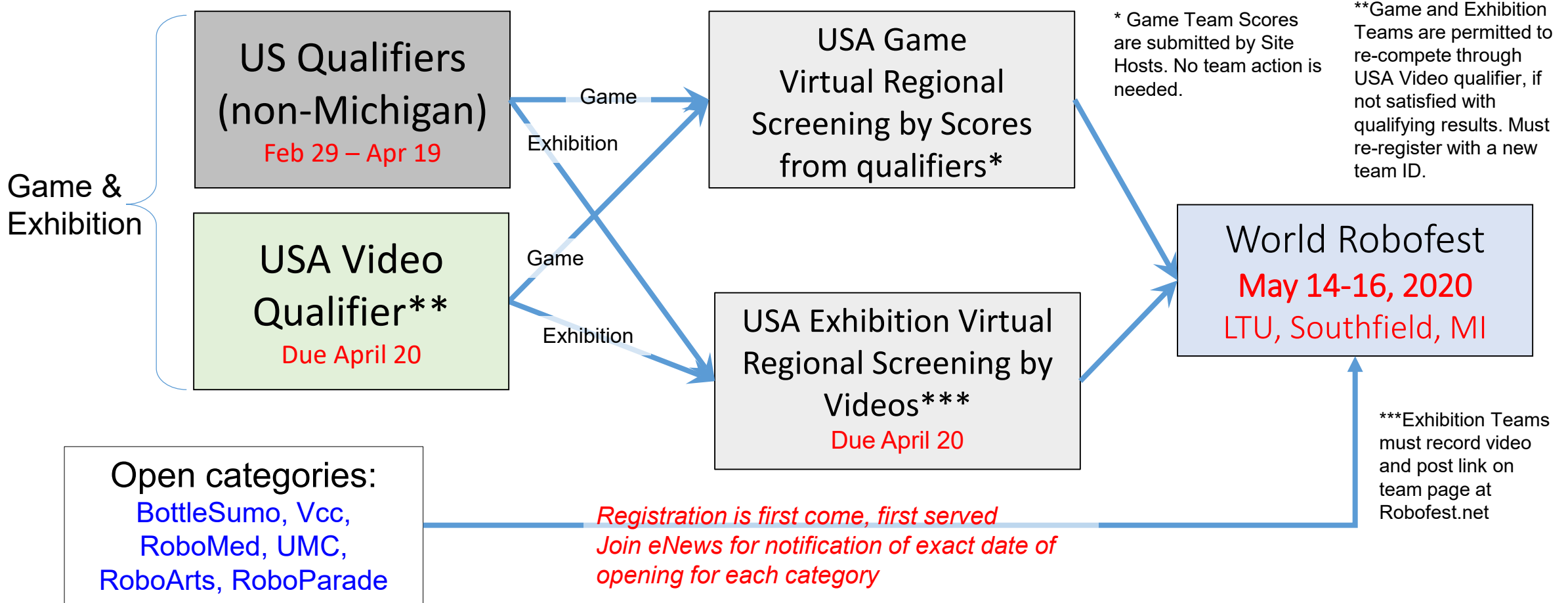
GAME TEAMS:

- All Trophy-Winning Game Teams from each Non-MI Qualifying competition will advance to the Virtual Regional for consideration for the World Championship based on qualifying scores. Scores will be sent directly to Robofest by the Site Host for screening. Teams do not need to send them
- Other Game Teams who would like a second chance to qualify for World Championship can register to compete again through the US_Video_Qualifier (see section 12)
 - Teams must register with a new team number and pay a new \$50 registration fee to be eligible to compete
 - Teams will receive a Video Qualifier Certificate and Medal of participation

EXHIBITION TEAMS:

- All Trophy-Winning Exhibition Teams from Non-MI Qualifying competitions must record a video and publish it to a video hosting site, then add then upload a link to the team’s Qualifying Site registration page for consideration for the World Championships based on a Video Screening
 - Coach must upload a video link to the team’s registration page (See section 12 for video guidelines)
 - Submission Deadline for the Virtual Regional Video is 11:59 pm Eastern time, Monday April 20, 2020
- Other Exhibition teams from Non-MI Qualifying competitions who would like a second chance to qualify for World Championship may register to compete again through the US_Video_Qualifier (see section 12)
 - Teams must register with a new team number and pay a new \$50 registration fee to be eligible to compete
 - Teams will receive a Video Qualifier Certificate and Medal of participation

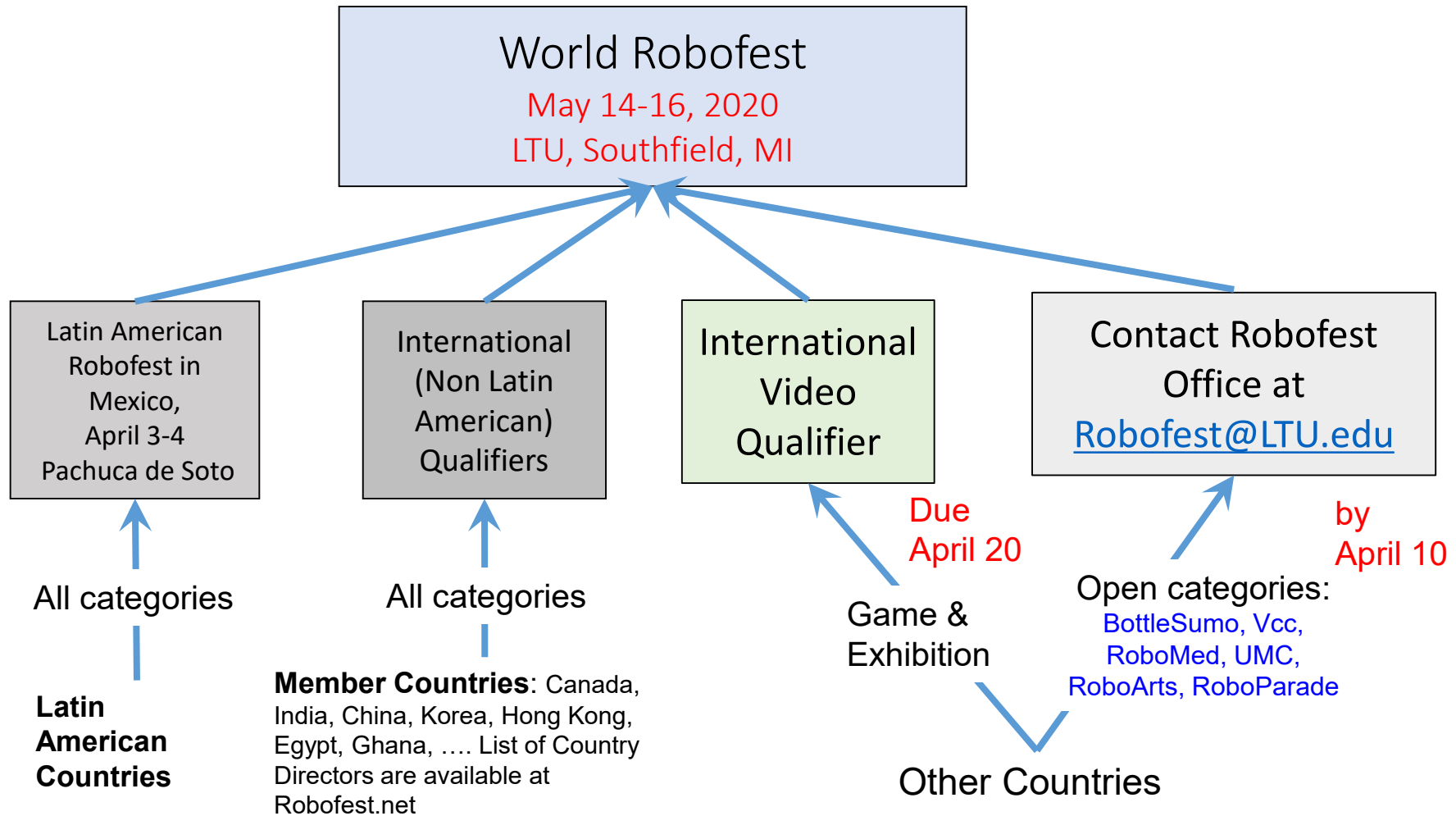
15. Advancing to World Championship - Non-Michigan USA Teams



17. Advancing to World Championship International Teams

- International Game, Exhibition and Open Category teams in Member Countries will compete at Member Country Qualifiers
- List of Country Directors are available at Robofest.net
- Qualified teams will be advanced to the World Championship through the Director
- International Game and Exhibition teams in other countries may compete via International Video Qualifier Submission
- International Open Category teams in other countries can register directly for the events

17. Advancing to World Championship International Teams



18. World Championship

- Top Game and Exhibition teams from MI Qualifiers, Video Qualifiers, MI Invitational, Virtual Regional and International Qualifiers advance to compete in the World Robofest Championship at Lawrence Technological University's Field House in Southfield, MI, on May 14-16, 2020
- US Game and Exhibition teams will be notified of advancement no later than April 24, 2020
- As part of World Championship, there will be Open Competition categories offered. These are open to any US teams, International teams selected in Member Countries and some additional international teams
- Category Rules and registration information are posted on [Robofest.net](https://www.robofest.net)

19. Robofest Scholarship

Robofest team members who choose to attend Lawrence Technological University may apply for a \$3,000 annual renewable scholarship (total of \$12,000)

- Submit an application, located on the [LTU.edu Scholarship](https://www.ltu.edu/scholarship) website under the “Future Students/Portfolio and Private Scholarships” tab
- Submit a 400-word essay regarding your Robofest experience and your career goals
- Submit a letter of recommendation from one of your Robofest adult coaches or mentors
- Robofest can assist with letter of recommendation
- Submission Deadline: April 1st

20. Reordering Certificates and Trophies

- Robofest can re-print participant certificates for a fee
- Winning teams may also request personalized winner/place certificates or additional trophies for a fee
- Please visit the Robofest website at robofest.net for additional information

21. Robofest Team Pledge

As a Robofest team member, I understand that the focus of Robofest is about learning through competition.

My team and I will show integrity by doing our own work and by following all the rules.

My team and I will display courtesy by sharing practice tables and space.

I promise to do my best to uphold the Robofest Spirit.

22. Robofest Coach's Pledge

As a Robofest coach, I have read and agree to abide by the Robofest 2020 general and category specific rules as they exist now and as they may be set forth during the Robofest season.

As a coach, I am responsible for communicating and enforcing the Robofest rules to team members, team volunteers, and others affiliated with my team. I understand that any rule updates, guidelines, additional information, and announcements will be communicated to me, officially via emails, or webpage updates. I am responsible for reading the information and I will relay it to all the people affiliated with my team. If any changes are made to my email account, I will notify Robofest administrators as well as update my coach profile.

*As a Robofest coach, I understand that the students come first. Robofest is about the students learning computer technologies, science, engineering, and mathematics. Everything my team does starts and ends with the principle: the **students do all of the work**. My team members will do the designing and building of the robot, problem solving and programming. Adults can help them find the answers, but cannot give them the answers or make the decisions in detail. I intend to uphold and maintain the Robofest spirit.*