

CENTRAL FLORIDA SEASON HANDBOOK

2024/2025

SUBMERGEDSM

***FIRST*[®]**
LEGO[®]
LEAGUE

EXPLORE

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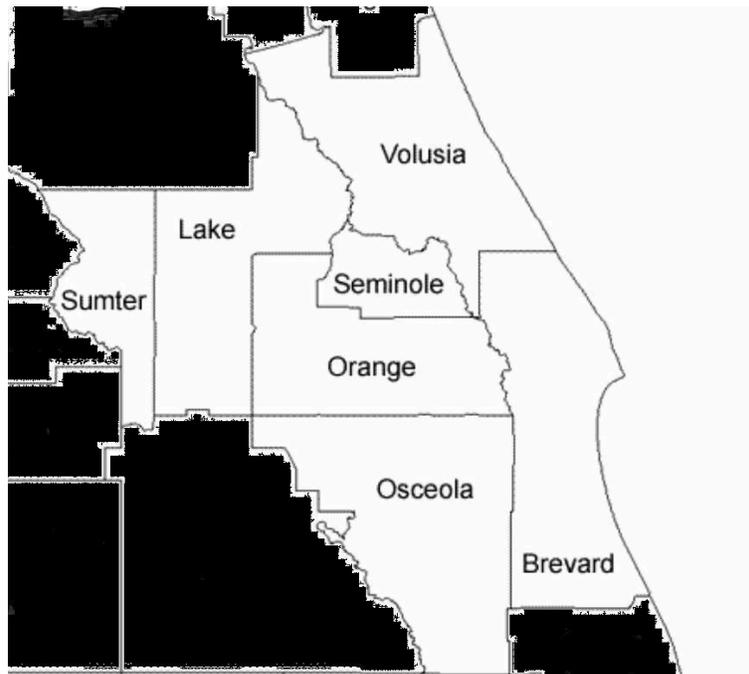
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Purpose of this Document

The purpose of this document is to describe participation procedures and expectations for teams in the Central Florida Region. In the following pages, teams will find information on important details and deadlines for before, during, and after official festivals that are under the jurisdiction of Infinity Center of Education.

What is the difference between *FIRST*[®] and Infinity Center of Education?

- **FIRST** (For Inspiration and Recognition of Science and Technology) is a global organization, headquartered in New Hampshire, that provides innovative, engaging, mentor-based programs designed to inspire young people to be science and technology leaders and innovators.
- **Infinity Center of Education** is the Program Delivery Organization for the *FIRST* LEGO League programs, managing all program delivery activities, including supporting team development in our region.



Contacting Infinity Center of Education

We encourage teams to contact us with questions, including the season's challenge, WeDo 2.0/Spike Essentials/Robots, and festivals. You can always get in touch with us via the contact information provided below. The staff and Program Delivery Partners of Infinity Center of Education are responsible for managing all aspects of the *FIRST* LEGO League Program(s) in the Central Florida Region (Covering 7 counties). We're happy to help!

FIRST LEGO League teams with additional inquiries can also contact *FIRST* directly by emailing fllexplore@firstinspires.org.

NOTE: When emailing us - in the subject line please specify that you are a Central Florida LEGO Team. Then, make sure to include your team number and name in your email. This will prioritize your email within our inbox.

Central Florida *FIRST* LEGO League Program Delivery Partners – All General Questions

Daniel Penny, III
dpenny@firstpartners.org

Joyce Walters
jwalters@firstpartners.org

Website: <http://www.infinityfll.com>

Phone: (321-966-5056) Ext. 1

Central Florida *FIRST* Senior Mentor (also our Regional Head Judge) All Judging Questions

Andy Milluzzi amilluzzi@firstinspires.org

Central Florida Regional Homeschool Director All questions on implementation for Homeschool Purposes, etc.

Alex McHugh
Homeschool@infinityfll.com

Revisions to this Document

Revisions and addendums to this document will be emailed directly to coaches through our regular Coach Blast emails.

Finding Information

Emails

- All teams can have up to three (3) contacts listed on their Dashboard Account at www.firstinspires.org.
 - Coach 1, Coach 2, and Team Administrator, otherwise known as Purchaser/Organizer.
- Emails from Infinity Center of Education will be sent to the contacts associated with a team's account.
 - **Please sign up for email communications at <http://www.infinityfll.com/FLL/mailling-list/>**
 - This will allow us to confirm communications are working before anything important is communicated for the season.

Coach Blasts

- Team contacts will be automatically added to the Infinity Center of Education Coach Blast mailing list.
- Coach Blasts are your primary source of information and updates.
- There will be at least one Coach Blast each month during the offseason and bi-weekly during the season. Please note additional emails may be sent as needed for specific events, etc.
- Coach Blasts will also be added to the Coach Blast Archive on the website for Central Florida
 - [[Coach Blast Archive](#)], <http://www.infinityfll.com/archived-newsletters-and-e-mail-blasts/>
- Got a team parent or mentor that's not a listed contact, but still wants to receive the Coach Blasts? No problem!
 - **Please sign up for email communications at <http://www.infinityfll.com/FLL/mailling-list/>**
 - This will allow us to confirm communications are working before anything important is communicated for the season.

Online Resources

- The *FIRST* Website: <http://firstinspires.org/> - Register your team here and load your team contacts
 - Event (Festival) Registration happens separately with an invoice from Infinity Center of Education but only after your team is a fully registered team with *FIRST* (2 coaches YPP & Reg. Payment).
- The *FIRST* LEGO League Website: <http://firstlegoleague.org/> - Global information on FLL
- The LEGO Education Website: <http://education.lego.com/> - Purchase your LEGO Robot parts
- Central Florida Resources: Resources can be found at <http://www.infinityfll.com>.

Find us Online

- Website: <http://www.infinityfll.com>
- Facebook: <https://www.facebook.com/groups/213733634841518>

Starting the Season

Step One: National Registration

National Registration

The first step is to get your team registered with *FIRST*. All teams must first register with the national registration system. You can access a step-by-step guide to registration on our website at [Coach/Mentor Checklist](#)

As part of national registration, teams will pay the registration fee and order the Explore Set. The Explore Set includes the season's mat and LEGO elements that form the challenge model(s) and other elements for the model build. There is an option to order a Spike Essential if needed.

This registration process is required and only teams with valid registrations and two screened coaches will be allowed to participate in official *FIRST* LEGO League Explore events, and only after paying the league or event fee to Infinity Center of Education via a separate invoice from Infinity Center of Education (after registration is paid to *FIRST*).

It is important to keep the following in mind:

- **All teams must have a minimum of 2 and a maximum of 6 team members.** In total, each *FIRST* LEGO League Explore Team can only have up to 6 total student team members that work on the season challenge and build. If you have more than 6 students who want to be involved in *FIRST* LEGO League Explore, please consider splitting them into multiple teams.
- **Every student team member must be between the ages of 6 to 10 as of January 1 of the Challenge Release Year.** For the SUBMERGEDSM Season, any student who is 6 to 10, is eligible to participate in *FIRST* LEGO League Explore. We greatly value older minds, but they are unable to participate. Older students who want to be involved should consider mentoring a *FIRST* LEGO League Explore team or joining a higher-level, *FIRST* LEGO League Challenge team.
 - Exceptions can be made for students who are 5 years of age, especially if the coach feels the student will have the maturity and motivation to participate. (Note that *FIRST* does have a lower program, but it is currently only available in Class Pack Size.) Please contact jwalters@firstparnters.org with this request or any questions.
- **Each team must have 2 screened adults (listed on your team roster) to supervise only your team.**
 - How to get screened:
<https://www.firstinspires.org/sites/default/files/uploads/about/us-screening-steps.pdf>
- **Please see the Participation Rules for more guidance.**

Registration for Returning Teams

Returning teams keep their team number (unless expired) and returning coaches do not need to re-complete Youth Protection Plan (YPP) screening. Once a team updates their information, they will be granted access to purchase a Team Registration, Challenge Set, and other LEGO products.

To check whether your screening is still in good standing, as it expires after two or three years, check outstanding tasks in your *FIRST* Dashboard (left).

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Step Two: Event Fees

Festival Event Fee - Payable to Infinity Center of Education-

FIRST LEGO League Explore League Event fees are \$38/team per event.

The event fee is to cover one event that you selected to attend with your team. Please note that it is one event per team with the potential option to go to another event if space is available for an additional event fee of \$38/team

- **Full In-Person Festival Season** - This is a full festival event with team activities and an award ceremony with other teams.
- If you sign up for more than one event without our prior approval the first event date will remain and the other dates will be canceled by Infinity Center of Education Staff. You will be notified ASAP.

Other Potential Opportunities: These are not guaranteed activities.

- Kickoff with *FIRST* LEGO League Challenge
- Workshops & Training Sessions
- Virtual Show & Tell Sessions
- Remote Practice
- Coach Meet-Ups
- Opportunity for the possible Option to be invited to Full In-person Festivals at Large Venues (**Note** - These Festivals will have a separate event fee which could be more than the standard \$38 event fee)

How will Payments be Accepted?

Infinity is using STRIPE Payment Portal to collect Leagues Dues this season. Teams may pay League Dues as long as they know their Team Number from *FIRST*. The team number will connect the payment to the team registration, Event Ready state.

Multiple teams may be included on a single payment processing, but please enter each team in the field requesting their number. For example: "12345, 12346, 12347"

Payments may be submitted through our payment portal using one of the following methods below.

- Online payment link: <https://buy.stripe.com/3cs5lfakVbz135K6op>
- Mailed check/money order - please request a STRIPE invoice be emailed by sending the Team Number to danielpennyiii+yhxmspicercrzbuetcz@boards.trello.com. Checks and money orders must be made out to Infinity Center of Education and mailed to the address on the invoice.

When are we Event Ready?

The following criteria must be met before a Event Registration Code will be provided to your team to select an event:

- Team with 2 coaches who have completed YPP
- *FIRST* Roster delivered digitally to Infinity by email: danielpennyiii+d6rffhvf3n1geaenwmng@boards.trello.com
- National Registration is paid
- League dues are paid

Bulk Registration

Organizations paying for more than one team, may do so through STRIPE, but we ask for each Team Number to be listed in the Team Number field separated by a comma.

Refund Policy

No refunds, except under extreme circumstances, will be accepted. Refund requests will be handled on a case-by-case basis.

Required Forms

Once you have successfully registered your team with *FIRST*, it is important to complete all of the required paperwork listed below.

Step One: Complete Your *FIRST* Forms

FIRST® is adapting safety and registration processes for all participants to accommodate the expanded program experience, including new remote event options. **For the 2024-2025 season, all Youth Team Members are required to complete the online youth registration to participate in *FIRST* remote and in-person team meetings, events, or competitions.**

Coaches will create their roster in the online registration system and invite parents to fill out the forms online. Parents will need to create accounts with *FIRST* and complete the forms for their children.

Resources:

- [System Overview for New Parents](#)
- [System Overview for Returning Parents](#)
- [System Guide](#)
- [Mobile DevInfinity Center of Education Instructions](#)

Requesting a Paper Form

In cases where a student is unable to register due to lack of internet access or an undue burden, *FIRST* will not require registration in the Youth Registration System and the youth may submit a paper copy Consent and Release Form. The parent should contact the Lead Coach/Mentor of their child's team to request a paper

copy of the *FIRST* Consent and Release Form. The Lead Coach/Mentor will then contact Joyce Walters with Infinity Center of Education at jwalters@firstparnters.org, who will review the request and determine if an exception will be made.

Branding Standards and Guidelines

FIRST® and LEGO® own trademarks for their brands and require them to be used in specific ways. For full details, visit <https://www.firstinspires.org/brand>. Brief examples include:

- When using the *FIRST*® Word mark, always do the following:
 - *FIRST* should always be in italics and always in CAPITAL LETTERS.
 - No period between the letters.
 - Registered trademark symbols should always be superscripted.
- Do not alter the *FIRST* or *FIRST* Program Logos. ONLY use as distributed.
 - Do not change the colors, alter the icon, typographic elements, rotate or distort.
 - Do not put in tight graphics or add borders.
- LEGO® should always be in all capital letters and have the registered trademark emblem superscripted as well.
 - Example of correct full program name: *FIRST*® LEGO® League Explore
- **Do not use the abbreviated program name: FLL.**

Central Florida Events

For the *FIRST* LEGO League Explore SUBMERGEDSM season, we will have 4 different opportunities for *FIRST* LEGO League Explore Festivals. You may only sign up for one event, unless prior approval from Infinity Center of Education Staff and availability.

Registration & Assignment Process

- Event registration opens September 18, 2024 and closes March 15th for all Explore Festivals
- Teams will register via Eventbrite with an access code. Access codes are provided to teams upon receipt of Event Fees payment.
- Sign-ups are on a first-come, first-served basis. Infinity Center of Education is working hard to have events in geographic proximity to the location of teams so that event access will not be limited by travel restrictions.
- Teams will automatically receive email confirmations for each event they sign up for from the Eventbrite system.
- If there are openings after your team has showcased at an event, you will have the opportunity to pay and sign up for another Festival.

Event Drop or No-Show Policy

Teams need to understand that all Event Directors and their event-day management team are volunteers giving many hours of their time to provide teams with a fantastic experience that allows all *FIRST* LEGO League Participants to celebrate their accomplishments and enjoy a journey of discovery.

For this reason, once a team registers to attend any Festival Event, the team is required to attend the event. Therefore, BE SURE you are registering for the event your team wants to attend. Only under extreme circumstances, which must be approved by Infinity Center of Education Staff, an exception be made. If a team drops or no shows from any event after they have registered, the following policies are in effect:

- Event fees will not be refunded.
- Dropping or not showing up to an event does not guarantee a replacement event can be scheduled.

If the team fails to attend their registered event without prior communication to Infinity Center of Education, it will be considered a serious violation of Gracious Professionalism[®] and the team will be disqualified from advancing beyond a Qualifier Event (to the Regional Championship or beyond). Teams unable to make an event must notify Infinity Center of Education Staff at least seven days prior to the event by contacting Joyce Walters (jwalters@firstpartners.org) and Daniel Penny (dpenny@firstpartners.org)

Event Cancellation Policy (Includes Hurricanes)

The safety of all program participants is of utmost priority. In the event of inclement weather, or another circumstance that could adversely affect the safety of any participants, Infinity Center of Education, at the discretion of the Executive Director with help from the *FIRST* LEGO League Program Director and Venue Staff, may cancel an event. If cancellation occurs, Coaches and Volunteers will be notified by email and phone (call or

text) based on the contact information listed in the *FIRST* Dashboard/Volunteer Registration System. Infinity Center of Education will work to reschedule the event, if possible, or will work to make other accommodations for teams as necessary to ensure a globally consistent *FIRST* program experience.

Check-In Procedures

Only ONE Coach of a team needs to check the team in at any event. Coaches are not allowed to send any other designated adults to complete the check-in process unless there is prior communication with Infinity Center of Education and the adult is listed on the *FIRST* Team Roster. A coach will be listed as Coach 1 or Coach 2 on the *FIRST* Team Roster. Any other adult should be listed as a Mentor.

Festivals

- **In-Person Festival Season** teams must submit payment no later than 3 weeks prior to the team's first event date.
 - **Full In-Person Festival Season** - This is a full festival event with team activities and award ceremony with other teams.

General Event Policies and Procedures

Registration

Requirements

Teams that meet the following requirements will be eligible to attend Infinity Center of Education *FIRST* LEGO League Explore Festivals:

- Coach 1 & 2 passed Youth Protection Screening
- Coach 1 & 2 have signed the Consent & Release Form
- Event date and fee has been paid
- All youth members have signed the online Consent & Release Form and are accounted for on the roster. If your team member cannot complete the online form, you must contact [Joyce Walters – jwalters@firstparnters.org](mailto:jwalters@firstparnters.org) to request the paper form and physically mail it to us.

Questions your team's "Event Ready Status":

- If you are "Event Ready" you will receive an email with next steps to register with Infinity Center of Education.
- If you are not "Event Ready", you will get a reminder email to finish the outstanding tasks on your *FIRST* Dashboard from Infinity Center of Education.
- Email Infinity Center of Education Staff if you have any questions.

Prepare for Your Events - Events Checklist

	Team Roster (U.S. and Canada Teams)
	Model, attachments, extra parts
	Fresh batteries/spare batteries/rechargeable battery charger
	Computer/tablet and battery (if available) and power cord
	<i>Show Me</i> Poster
	Extension cord and power strip if power is provided
	Box to carry Model to Reviewing Area
	Provisions for lunch (check with Expo Organizer for options)
	Bin to hold personal and team items (coats, games, etc.) to fit under Pit table
	Team Banner or poster to carry for ceremonies or for Pit space (optional)
	Team Giveaways (optional)

Festival Standards

FIRST has created Festival Standards and Infinity Center of Education follows these standards to maintain a well-rounded and successful *FIRST* LEGO League Explore Program.

Volunteer Success

Volunteers are the secret ingredient for making the Infinity Center of Education and *FIRST* mission possible. Without the positivity, energy, and passion of our volunteers, we would not be able to provide the environments or experiences of *FIRST* LEGO League Explore to our region.

We ask that every team invite an adult (18 years or older) to be a reviewer this season. Coaches and non-coach adults of teams are invited to as well as it can greatly help provide additional perspective and understanding of *FIRST* LEGO League Explore.

Core Values, EDI, and Youth Protection Commitment

Infinity Center of Education adheres to the following as set forth by *FIRST*.

Our *FIRST* Core Values

The *FIRST* Core Values are a fundamental component of the program, which distinguishes *FIRST* from other programs of its kind. We express the *FIRST* philosophies of Gracious Professionalism® and Coopertition® through our Core Values:

Discovery: We explore new skills and ideas.

Innovation: We use creativity and persistence to solve problems.

Impact: We apply what we learn to improve our world.

Inclusion: We respect each other and embrace our differences.

Teamwork: We are stronger when we work together.

Fun: We enjoy and celebrate what we do!

Commitment to Equity, Diversity, and Inclusion

FIRST is committed to fostering, cultivating and preserving a culture of diversity and inclusion. We embrace and encourage differences in race, ethnicity, national origin, sex, gender, gender identity, gender expression, disability, age, religion, income, or any other characteristics that make our adult force and students unique.

Exploring, developing, and implementing strategies to become more inclusive and ensure access to our programs to all students (as well as access to key support) is critical for *FIRST* to reach its goal and mission. ALL young people should have the opportunity to become science and technology leaders. *FIRST* will remove barriers to program participation for underserved, underrepresented students. Pursuant to that end, *FIRST* Diversity & Inclusion is a concerted, organized effort to develop strategies to make its programs more accessible and inclusive. *FIRST* does not discriminate on the basis of race, color, national origin, sex, disability, age, status as a veteran who served in the military, religion, gender, gender identity, or gender expression in its programs and activities. Diversity and Inclusion Training is available to aid in this endeavor.

Cultural Sensitivity Statement: *FIRST* is a non-denominational, non-partisan public charity that welcomes all cultures and religions to participate in our programs and activities. We are guided by sensitivity and respect for others, embracing a common goal of inspiring, engaging, and encouraging youth of all backgrounds to be part of the *FIRST* community and embrace the wonders of science and technology.

Commitment to Youth Protection

FIRST and Infinity Center of Education are committed to providing a safe and secure environment in which all participants are able to freely and easily access *FIRST* programs. While participating, we want everyone to

be safe. *FIRST* provides training and certification to Coaches, Mentors, and Volunteers regarding Youth Protection which is available [online](#). For more information, please contact Joyce Walters.

Season Overview

Additional events may be scheduled on an as needed basis. Events calendar can also be found at <http://www.i3infinity.com/FLL/fll-submerged-schedule>

August - December

- August 6, 2024 at Noon - *FIRST* Kickoff (Challenge Reveal)
- Regional Kickoff September 14th
- Volunteer Recruiting and Training –on going

	County	Size	Location
December	Volusia	24	ERAU Daytona Beach
January	Orange	24	TBD
March	Orange	48	UCF Engineering
May	Volusia	48	Volusia County Schools

Additional Information

Workshops, coach training, and other events are offered for teams throughout the year on an as needed basis.

Class Packs

Designed using peer-reviewed education practices from the Infinity Center of Education for 21st-century learning, *FIRST*'s **Class Pack** implementation options provide educators and communities with flexible, high-quality STEM learning experiences for their PreK-12 students in the classroom or structured after-school programs.

*****We recommend this option for Coaches who anticipate that they will not be able to meet with their teams after-school for the full school year.*****

With this option, educators can purchase supplies and materials for 24 students and receive a fully developed curriculum that aligns with educational standards. Coaches receive a **Team Meeting Guide**, **Engineering Notebooks** for all students, **Explore Sets** - all things you are familiar with receiving as an individual team.

Class/School Packs also come with another familiar component - Festivals! These events are designed to be run by the school or organization and use the same reviewing rubrics our individual Explore teams see. For

teams who cannot travel outside of their school, even within their county, this makes the Class and School Pack option a viable choice for Infinity Center of Education for teams who still want a similar *FIRST* LEGO League Explore season feel.

Of course, teams who choose the Class Pack option may also choose to purchase an individual team for the Festival season. If an individual team is purchased, they will be subject to the *FIRST* national registration fees and any local fees as well.

Infinity Center of Education does not directly manage *FIRST* Class Packs. We are certainly here to assist in any way we can, but *FIRST*'s Education arm will be your main point of contact.

If you or your school are interested in more information, visit: [FIRST LEGO League Explore Class Pack](#).

If you have any additional questions, contact jwalters@firstpartners.org for assistance in getting in touch with *FIRST* Education.