



STAFFING A FIRST REGIONAL ROBOTICS COMPETITION

Overview

Staffing a *FIRST* Regional Robotics Competition is a joint effort between the Regional Planning Committee, the Regional Director and *FIRST* headquarters. The growth in *FIRST* teams and events continues to far outpace the growth in *FIRST* staff. *FIRST* competitions rely on volunteers to execute successful events. Only a small number of *FIRST* staff is available to attend each competition, with priority given to new events.

The ON-SITE EVENT STAFFING REQUIREMENTS matrix in this section provides a comprehensive list of volunteers necessary to successfully staff an event, suggested number of volunteers needed for each position, and an approximate schedule.

The information below summarizes the positions required to run a *FIRST* Robotics Competition regional and the source of the personnel

Positions provided by *FIRST* Headquarters

- Event Manager (Contracted)
- Event Assistant (Contracted)
- AV Tech Productions (Contracted)
- Technical Support (Contracted)
- Drayage (Contracted)
- FIRST* Regional Director
- FIRST* Technical Advisor
- Judge Advisor

Regional Planning Committee Positions

- Committee Chairperson
- Finance/Budget Coordinator
- Judge Development & Recruitment Coordinator
- Public Relations/Media Coordinator
- School/Team Recruitment Coordinator
- Sponsor Recruitment & Development Coordinator
- Team Social Coordinator (optional)
- University/Higher Ed Coordinator
- VIP Reception Coordinator
- Volunteer Coordinator
- Local Kickoff Organizer
- FIRST LEGO League (FLL Coordinator)

Key volunteer positions recruited locally by the Volunteer Coordinator

- Field Supervisor
- Game Announcer
- Head Referee (**Requires *FIRST* HQ Approval and Certification**)
- Lead Robot Inspector (**Requires Certification**)
- Lead Safety Advisor – each event will be assigned a UL staff member for this position
- Lead Safety Glass Advisor
- Lead Team Queuer
- Master of Ceremonies
- Pit Administration Supervisor
- Registration System Supervisor
- Scorekeeper/Field Power Controller
- Website Evaluator Advisor (pre-event, off site position)



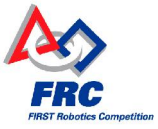
Key Volunteer Positions require *FIRST* experience and specialized skills. Recruit at least one, if not two trainee/alternate volunteers for each key position to ensure position coverage and event sustainability; the trainee/alternate will work with the key volunteer in an apprentice role.

In some cases it may be necessary to recruit a key volunteer who is not local to the event. This is only feasible when a volunteer can cover his/her own travel and accommodations expense or the regional event is able to underwrite their expenses. For new (first year) events, *FIRST* has funding available to assist in covering volunteer travel costs for select Key Volunteer positions if necessary. These Key Volunteer positions include, MC, Game Announcer, Head Referee, and Lead Robot Inspector. Requests for this assistance must be submitted to the Volunteer Resources Manager via Email by early January in order to make the January 15th deadline. These requests are also approved by the *FIRST* FRC Program Director.

Key Volunteers should be confirmed by January 15, 2011. Volunteer Coordinators should work with members of their Regional Planning Committee to identify and recruit these volunteers. The *FIRST* Volunteer Resources Manager can assist with recruitment of key volunteers. **Beginning in November Volunteer Coordinators will be expected to report to *FIRST* on the status of Key Volunteer recruitment for their event. Key Volunteers should be assigned in the VIMS system as soon as they are recruited.**

General Event Volunteers recruited locally by the Volunteer Coordinator, unless otherwise noted.

- Ambassador* Refer to Ambassadors (Section 8)
- Ambassador Coordinator *
- Assign as Needed
- Awards Assistant
- Crowd Control
- Field Assembly
- Field Disassembly
- Field Reset/Repair
- FIRST* Technical Advisor Assistant (FTAA)
- Judge Assistant
- Judge (Refer to Judges-Section 7)
- Machine Shop Attendant
- Machine Shop Staff
- Machine Shop Shuttle Driver
- Official Scorers (this position was added for the 2009 game)
- Pit Administration Support
- Pit Announcer
- Practice Field Attendant
- RCA Attendant *
- Referee
- Registration System Attendant
- Replacement Parts Attendant
- Robot Inspector
- Safety Advisor
- Safety Glasses Attendant
- Scholarship Attendant
- Team Queuer
- Team Social Attendant *
- VIP/Media Information Table Attendant
- Volunteer Lounge Monitor*
- Volunteer Registration/Information Table Attendant
- Website Evaluator (pre-event, off site position)



* These positions may not be required at all events. Volunteer Coordinators should work with members of their Regional Planning Committee to identify and recruit these volunteers. Many of these positions do not require previous experience.



On-Site Event Staffing Requirements And Schedules

KEY:

Shaded areas = Required work hours	VM = Volunteer Meeting (Note 5)
OPT = Optional	JD = Judge Dinner
S/U = Set Up	RT = Referee Training

REGIONAL PLANNING COMMITTEE (Welcome to be onsite at any time)												
	Wednesday			Thursday			Friday			Saturday		
	8 am	Noon	6 pm	7:30am	Noon	6 pm	7:30am	Noon	6 pm	7:30am	Noon	5 pm
	Noon	6 pm	8 pm	Noon	6 pm	8 pm	Noon	6 pm	9 pm	Noon	5 pm	Done
Committee Chair		OPT	OPT	OPT	OPT		OPT	OPT		OPT	OPT	
Judge Recruitment/Development Coordinator			VM		OPT	OPT	OPT	OPT		OPT	OPT	
PR/Media Coordinator			VM	OPT	OPT							
Sponsorship Coordinator			VM				OPT	OPT		OPT	OPT	
Team Recruitment Coordinator			VM	OPT	OPT	OPT	OPT	OPT	OPT	OPT	OPT	
Team Social Coordinator			VM									
FIRST LEGO League Coordinator			OPT	OPT	OPT	OPT	OPT	OPT	OPT	OPT	OPT	
University/Higher Ed Coordinator			VM	OPT	OPT	OPT	OPT	OPT		OPT	OPT	
VIP Reception Coordinator			VM									
Volunteer Coordinator		S/U	VM						OPT			

KEY VOLUNTEER POSITIONS												
	Wednesday			Thursday			Friday			Saturday		
	8 am	Noon	6 pm	7:30am	Noon	6 pm	7:30am	Noon	6 pm	7:30am	Noon	5 pm
	Noon	6 pm	8 pm	Noon	6 pm	8 pm	Noon	6 pm	9 pm	Noon	5 pm	Done
Field Supervisor		S/U	VM			OPT						
Game Announcer			VM	OPT	OPT	OPT						
Head Referee (Note1)			VM RT	OPT	OPT	RT						
Judge Advisor (Note 2)						JD						
Lead Robot Inspector			VM									
Lead Safety Advisor			VM									
Lead Safety Glass Advisor			VM									
Lead Team Queuer			VM									
Master of Ceremonies			VM	OPT	OPT	OPT						
Pit Administration Supervisor		S/U	VM									
Registration System Supervisor		S/U										



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Scorekeeper/Field Power Controller (Note 3)		S/U OPT	VM	See Note 3			See Note 3			See Note 3	
Website Evaluator Advisor (offsite - Note 4)											

- Note 1:** Referee training may be conducted on either Wednesday or Thursday evening.
- Note 2:** Judge Advisors may be nominated by the Regional Planning Committee. They are approved, recruited and assigned by FIRST Headquarters.
- Note 3:** Two Scorekeepers required on Friday and Saturday; only one required on Thursday.
- Note 4:** The Website Evaluator Advisor position is completed offsite prior to the regional event.
- Note 5:** Please note some Regional events may not be holding a Volunteer Dinner and Training meeting.

GENERAL EVENT VOLUNTEERS												
Position and Number of Volunteers Needed in Parenthesis	Wednesday			Thursday			Friday			Saturday		
	8 am	Noon	6 pm	7:30am	Noon	6 pm	7:30am	Noon	6 pm	7:30am	Noon	5 pm
	Noon	6 pm	8 pm	Noon	6 pm	8 pm	Noon	6 pm	9 pm	Noon	5 pm	Done
Ambassador (6-10)			VM									
Ambassador Coordinator (1)			VM									
Assign as Needed (4)			VM									
Awards Assistant (1-2)			VM									
Crowd Control (12)			VM									
Field Assembly (8)			VM									
Field Disassembly (8)			VM									
Field Reset/Repair			VM									
FIRST Technical Advisor Assistant (FTAA) (1)			VM									
Judge Assistant (1)			VM			JD						
Judges (Note 1)					OPT	JD						
Machine Shop Staff (2)			VM									
Machine Shop Shuttle Drivers (2)			VM									
Official Scorer				OPT	OPT							
Pit Administration Support (2)			VM									OPT
Pit Announcer (2)			VM									
Practice Field Attend (2)			VM									
RCA Runner (1) - optional												
Referees (8)			VM	OPT	OPT	RT						
Robot Inspectors (see daily numbers)			VM	10	10	10	2-3	2-3		2-3		
Replacement Parts (2)			VM									
Registration System Assistant (1-2)												
Safety Advisors (4)			VM									

Scholarship Attendant (1-2)												
Team Queuing (4)			VM									
Team Social Attendants (5-10)			VM									
VIP/Media Reg/Info Table Attendants (2-3)			OPT	OPT	OPT							

Note 1: Refer to Judges (Section 7) to determine number of judges required.

The number of volunteers needed for each position varies depending on the size of the competition venue and the number of teams participating in the regional event. The times listed are guidelines.

FIRST/CONTRACTED STAFF												
	Wednesday			Thursday			Friday			Saturday		
	8 am	Noon	6 pm	7:30am	Noon	6 pm	7:30a	Noon	6 pm	7:30am	Noon	5 pm
	Noon	6 pm	8 pm	Noon	6 pm	8 pm	Noon	6 pm	9 pm	Noon	5 pm	Done
AV Technical Productions (Sargent Production)						OPT			OPT			
Event Assistant												
Event Manager												
Drayage					Out 4PM					IN 10AM		
Regional Director (FIRST)			VM									OPT
Field Technical Advisor (FIRST)									OPT			
Technical Support (IFI)												OPT

FIRST Volunteer Information and Matching System (VIMS)

The Volunteer Information and Matching System (VIMS) is a valuable resource to Regional Planning Committees for recruiting all levels of event volunteers, and managing data regarding potential, current and former event volunteers.

Individuals interested in volunteering are directed to VIMS via the FIRST website, www.usfirst.org/vims. They create a personal profile that includes their contact information and interest in specific event positions. The Regional Planning Committee Chair, Volunteer Coordinator, FIRST Regional Director and FIRST headquarter staff have access to information in VIMS. The Volunteer Coordinator contacts individuals registered in VIMS to review opportunities and determine position assignment based on event needs, volunteer preferences and volunteer experience. VIMS also has the capability of generating reports that are useful pre and post event based on a multitude of search criteria.

More information about VIMS is included in the 2011 FIRST Robotics Competition Volunteer Coordinator's Manual. Your Regional Director and/or the Volunteer Resources Department at FIRST headquarters is available to provide guidance to Volunteer Coordinators regarding VIMS use.

Volunteer Training and Resources

FIRST Website for Volunteers

The FIRST website includes a wealth of information regarding FIRST programs. It is a very helpful resource for teams, Regional Planning Committees, event volunteers and individuals wanting general



knowledge about *FIRST*. There are sections dedicated to *FIRST* Robotics Competition, *FIRST* LEGO League, *FIRST* Tech Challenge, *FIRST* Place, About *FIRST*, and For Volunteers.

The “*Volunteer*” section under “*Community*” describes the various ways an individual can become involved as a *FIRST* volunteer:

- Team Mentor
- Event Volunteer
- Coach
- Team parent

There are direct links to:

- The *FIRST* Volunteer Information and Matching System (VIMS) which facilitates the volunteer registration process
- Resources for Planning Committees and Team Mentors
- Volunteer Recognition Ideas

FIRST Volunteer Coordinator Resource Webpage

The Volunteer Coordinator Resource webpage provides a centralized location for posting *FIRST* documents and forms utilized by Volunteer Coordinators. The webpage is on the *FIRST* website located at www.usfirst.org/vcresources. The current *FIRST* Robotics Competition Volunteer Coordinator’s Manual contains more information regarding the webpage.

Volunteer Training

Training is essential for volunteers to competently perform their responsibilities, which contributes to the success of an event. The Volunteer Coordinator, with support from the Regional Planning Committee, Regional Director and event Key Volunteers, has primary responsibility for planning and conducting training for General Event Volunteers. *FIRST* headquarters provides training for Key Volunteers. See the current *FIRST Robotics Competition Volunteer Coordinator’s Manual* for more information.

Volunteer Dinner Meeting

For Regional Events that have a Volunteer Dinner Meeting/Orientation: The Volunteer Coordinator in collaboration with the Event Manager, the Regional Planning Committee Chair, and other members of the Regional Planning Committee plan and conduct this meeting. The meeting is most often held the Wednesday night prior to the start of the event. Attendance is critical in order to effectively staff an event and ensuring a positive volunteer experience. Volunteers are provided an event orientation and general event volunteer training is conducted. Various volunteer forms are completed and collected during the meeting; Volunteer Service Pins, volunteer t-shirts and name badges may be distributed. Regional events that hold a Volunteer Dinner Meeting/Orientation should invite all volunteers and strongly encourage them to attend.

See the current season *FIRST Robotics Competition Volunteer Coordinator’s Manual* for more information about the Volunteer Dinner Meeting.

Volunteer Guidelines and Requirements

Volunteer Screening, Safety, and Supervision

Volunteers who have registered for a *FIRST* Regional or Championship event and who participate in any capacity in the on site event activities must be screened. Volunteers include: all volunteers who participate on the days of the regional event, Regional Planning Committee Members, Senior Mentors and Americorps*VISTA members.

Screening is an important component of the volunteer application process. Volunteer applicants apply through the Internet-based Volunteer Information and Matching System (VIMS), or for late applicants, by filling out the *FIRST* paper registration form at the event and entered into the Registration System.



Volunteers under the age of 18 must obtain parental/guardian consent on their online registration or standard *FIRST* paper registration.

Volunteer Minimum Age Requirement

FIRST requires that *FIRST* Robotics Competition event volunteers are at least 13 years old, however the Regional Planning Committee has the option of *increasing* the age requirement as desired. Adult volunteers may not have children accompany them while volunteering or be responsible for supervising their own children at the event. Children under the minimum age are welcome at *FIRST* competitions with appropriate supervision by someone other than the volunteer.

FIRST Consent, Release and Hold Harmless Form

FIRST requires that all volunteers sign a Consent, Release and Hold Harmless form prior to the start of the event. The form must be signed by a legal guardian when the child is a minor, under the age of 18.

If a volunteer (or legal guardian) is unwilling to sign the Consent and Hold Harmless form, he/she will not be able to volunteer. The Volunteer Coordinator is responsible to collect the signed forms and store them in the Volunteer Coordinator crate for return to *FIRST*. More information regarding the **FIRST Consent, Release and Hold Harmless Form** is on the Volunteer Coordinator's Resource Page.

Volunteer Conflict of Interest and Disclosure Statement

Some Key Position Volunteers are required to sign a Conflict of Interest and Disclosure Statement including Field Supervisors, Judges, Robot Inspectors, Referees, Team Queuers, Safety Advisors, Website Evaluators and Scorekeepers. A volunteer who has a relationship with a team is not excluded from serving in these positions, but he/she must disclose any relationship he/she has with a competing team and agree not to bias any match process and/or results. Website Evaluators are asked to abstain from evaluating any FRC teams they are affiliated with (past or present relationship). The Volunteer Coordinator is responsible for ensuring Statements are distributed, completed, and given to the Lead Individual for each area. More information regarding the Volunteer Conflict of Interest and Disclosure Statement is in the Volunteer Coordinator's Manual. **Note:** The Judge Advisor will take responsibility for distributing and collecting all of the Judge Conflict of Interest and Disclosure Statements.

Dress Code

Each volunteer is provided a *FIRST* volunteer t-shirt and volunteer identification badge. Both must be worn at all times. They identify individuals as a volunteer and permit the volunteer to access the volunteer lounge. In some venues, the shirt and badge must be worn to meet security requirements and allow access to the venue. Volunteers must complete the registration process prior to the event or on-site to receive their t-shirt and badge. The t-shirt may be worn with casual wear such as jeans or khakis, and volunteers should wear comfortable closed toe shoes. **Open toe and Croc style shoes are not permitted.**

Volunteer Position Descriptions

Volunteer Position Descriptions are an essential tool for recruiting event volunteers; they:

- Provide volunteers an accurate overview of responsibilities, commitment and skills required
- Describe outcome desired of the position
- Illustrate relationship between position and the success of the event
- Contribute to volunteer satisfaction by effectively matching volunteers with desired positions
- Contribute to a successful event through recruitment of qualified and informed volunteers

All event position descriptions can be found on the *FIRST* website, thus allowing individuals to make informed decisions regarding position preference(s). Instruct each volunteer to register preferences, via VIMS, and review the position description prior to position confirmation



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The following position descriptions are for general information only. Please refer to the *FIRST* website (www.usfirst.org) for complete descriptions of each position, including the approximate times volunteers should be on site for the event.



SHORT VOLUNTEER POSITION DESCRIPTIONS

AMBASSADOR

Ambassadors interact with teams, serve as role models for team students and mentors. Ambassadors educate and engage VIP guests to ensure their continued motivation, passion, and commitment to *FIRST*. Ambassadors are responsible for their own travel and accommodations, expenses, and arrangements.

AMBASSADOR COORDINATOR

The Ambassador Coordinator will assist the Regional Director in facilitating the Ambassador Program. The Ambassador Coordinator will welcome Ambassadors and facilitate a “meet and greet” between the Ambassadors; explain program and distribute materials; send Ambassadors on tour of Pits with team members; and facilitate a “lessons learned” when the Ambassadors return to the Ambassador area.

ASSIGN AS NEEDED

Volunteer will provide assistance in various areas as determined by the Volunteer Coordinator. Volunteers frequently help with last minute tasks identified by event staff and Key Volunteers. They fill volunteer positions for “No-Show” volunteers who were assigned a specific position prior to the event, but did not show-up.

AWARDS ASSISTANTS

Awards Assistants report to the Event Assistant and are responsible for the unpacking, cleaning, marking, organizing and distribution of the various awards, trophies and medallions awarded at Event Ceremonies. The volunteers should plan for a minimum of three hours before the ceremonies to begin this process. The Awards Assistants will need to set up the medallion stands and assist with medallion distribution to the team members for those awards receiving medallions.

CROWD CONTROL

Crowd Control volunteers will facilitate smooth pedestrian traffic flow throughout the facility; monitor the audience; keep walkways and aisles clear and the crowd flowing. Effective crowd control is critical to a safe and well-run event.

FIELD ASSEMBLY

Field Assembly volunteers assist with assembly of the competition playing field on Wednesday.

FIELD DISASSEMBLY

Field Disassembly volunteers assist with disassembly of the competition playing field on Saturday.

FIELD RESET/REPAIR

Volunteers repair and reset the playing field after each team match. They play a critical role in ensuring smooth flow of match play and maintaining pace of the event.

FIELD SUPERVISOR (*Key Volunteer Position*)

The Field Supervisor will participate in field construction and maintenance, direct activity on the field to ensure smooth execution of the matches. Play a critical role in ensuring smooth flow of match play, and maintaining the pace of the event. The Field Supervisor will work in collaboration with the *FIRST* Technical Advisor. ***FIRST Headquarters will provide pre-event training for this position. Conflict of Interest form required for this position***

FIRST TECHNICAL ADVISOR ASSISTANT (FTAA)

The *FIRST* Technical Advisor Assistant is a volunteer who helps keep the FRC field and event running smoothly. Works in collaboration with the *FIRST* Technical Advisor. This position was added on during the 2009 FRC season.



GAME ANNOUNCER (Key Volunteer Position)

The Game Announcer will work as part of a team with the Master of Ceremonies to energize the teams and spectators, generate and maintain interest, enthusiasm, and excitement throughout the matches. The Game Announcer will announce play-by-play commentary for each match and play a critical role in ensuring smooth flow of match play, and maintaining the pace of the event. Key volunteer position, significantly impacts the success of the event. **FIRST Headquarters will provide pre-event training for this position.**

HEAD REFEREE (Certified, Key Volunteer Position)

The Head Referee must be approved by FIRST HQ prior to being assigned and complete pre-event training and certification. The Head Referee is responsible for training, directing and supervising all Referees. Oversees all scoring processes and procedures. Has final authority for decisions regarding team scores. The Head Referee plays a critical role in ensuring smooth flow of match play, and maintaining the pace of the event. **FIRST Headquarters will provide pre-event training for this position. Conflict of Interest form required for this position**

JUDGE ASSISTANT

The Judge Assistant is responsible for assisting the Judge Advisor throughout the event, providing computer support (word processing) and performing other duties as assigned. The Judge Assistant will be provided with a checklist of activities in the Judge Crate at the event. The Judge Assistant is not a judge, does not interview teams, or participate in awards recipient selection process. The Judge Assistant is responsible for setting up (Thursday) and breaking down (Saturday) the Judge Room.

JUDGE

Judges are responsible for selecting team award recipients through interaction with teams. Documentation regarding team background information is provided to familiarize judges with teams. Judges serve as role models for the competitors. Judges are responsible for own travel/accommodation expenses and arrangements. Training for judges will be provided at the Thursday night judge dinner. Judges must be available for both days of the competition. FIRST Headquarters will provide a Judge Handbook to all judges electronically prior to the event. **Conflict of Interest form required for this position**

JUDGE ADVISOR (This is a key volunteer position assigned by FIRST Headquarters)

The Judge Advisor may be *nominated* by the Regional Planning Committee. To be nominated for the Judge Advisor position, the individual must have two years of prior judging experience. Once nominated, the candidate for Judge Advisor must be approved by the Lead Judge Advisory panel and the Director of the FIRST Robotics Competition. Prior to becoming a Judge Advisor, the candidate must attend Judge Advisor training session held in January and conducted by the Lead Judge Advisory panel. Existing Judge Advisors are expected to attend this training session at least once every two years in order to remain as qualified Judge Advisors. All Judge Advisors are recruited and assigned by FIRST Headquarters.

LEAD ROBOT INSPECTOR (Certified, Key Volunteer Position)

The Lead Robot Inspector position requires certification through FIRST HQ. The Lead Robot Inspector will oversee and perform mandatory robot inspection and weigh-in processes to ensure compliance with robot construction rules. The Lead Robot Inspector is also responsible for training, supervising, and directing the Robot Inspectors and making final decisions regarding inspection decision disputes. **FIRST Headquarters will provide pre-event training for this position. Conflict of Interest form required for this position.**

LEAD SAFETY ADVISOR (Key Volunteer Position)

Underwriters Laboratories will provide a Lead Safety Advisor for each regional event. This individual will lead a team of Safety Advisors (assigned by the Volunteer Coordinator) to increase the awareness of safety among all FIRST participants. This individual will work with teams to ensure they



understand, comply with, and practice the fundamentals of safety to ensure the safety of all event participants. The Lead Safety Advisor will be responsible to provide training of the Safety Advisors in team coaching, mentoring and evaluation during the competition from Thursday to Saturday. The Safety Advisors will also select one team to win the Industrial Safety Award at the conclusion of the event. **Conflict of Interest form required for this position.**

LEAD SAFETY GLASS ADVISOR (Key Volunteer Position)

The Lead Safety Glass Advisor oversees volunteers that are handing out safety glasses during the event in the pit area. The Lead Safety Glass advisor will maintain adequate supply of safety glasses and volunteers at the safety glasses locations and alert Volunteer Registration room when more volunteers are needed. **FIRST Headquarters will provide pre-event training for this position.**

LEAD TEAM QUEUR (Key Volunteer Position)

The Lead Team Queur will be responsible for robot traffic between the Pit and the playing field. This individual will train Team Queuing volunteers, stage and position teams in preparation for the start of matches. This position plays a critical role in ensuring smooth flow of match play and maintaining the pace of the event. **FIRST Headquarters will provide pre-event training for this position.**

MACHINE SHOP ASSISTANT

This position will assist the Machine Shop staff in the processing of paperwork for each work request. This position will ensure that requests are processed in the order of receipt and that the necessary paperwork is received and filed appropriately.

MACHINE SHOP SHUTTLE DRIVER

**Need for shuttle/shuttle drivers to be determined by location of machine shop in proximity to event.*

Transport team members from venue site to Machine Shop and back to venue site. Transportation by Machine Shop Shuttle is restricted to/from Machine Shop. Communicates with the Pit Administration Supervisor regarding transport requests and status of transport location. Vehicle insurance is necessary and required for all drivers. The Regional Planning Committee is responsible for providing a utility van or a passenger van with a removable back seat.

MACHINE SHOP STAFF

Please see your Regional Director regarding the staffing of these positions.

MASTER OF CEREMONIES (Key Volunteer Position)

One of the most critical volunteer positions at a regional event, the Master of Ceremonies (a.k.a. MC or Emcee) is the primary individual responsible for setting the tone of the competition. The Emcee creates and sustains an exciting and fun atmosphere throughout the event. The Emcee is the most visible presence at the event; he or she embodies the spirit of FIRST and is the consummate *FIRST* ambassador. The Master of Ceremonies works with the Game Announcer as a team to ensure a well-organized and thrilling event. Together they play a critical role in ensuring the smooth flow of match play, and maintaining the pace of the event. This is a Key Volunteer Position that will significantly impact the quality of the competition. **FIRST Headquarters will provide pre-event training for this position.**

OFFICIAL SCORER

Official Scorers observe team matches, tally the official score of the matches using electronic input devices, validate final scores and participate in ensuring correct field setup between matches. Official Scorers will play a critical role in ensuring smooth flow of match play and maintaining the pace of the event. Work under the direction of the Head Referee. **Conflict of Interest form required for this position.**



PIT ADMINISTRATION SUPERVISOR (Key Volunteer Position)

The Pit Administration Supervisor is responsible for setting up the Pit area, training the volunteers, and managing all activities in the Pit including coordination of Pit Administration Table, team interface, and collaborating with Emergency Medical Technicians. **FIRST Headquarters will provide pre-event training for this position.**

PIT ADMINISTRATION SUPPORT

These volunteers assist the Pit Administration Supervisor and will provide direction, assistance, information, and support to teams in the Pit.

PIT ANNOUNCER

The Pit Announcer's primary duty is to call teams to the queuing area, and make general announcements via use of the public address system. The Pit Announcer works in collaboration with the Team Queuing volunteers to facilitate adherence to team match schedule

PRACTICE FIELD ATTENDANT

The Practice Field Attendants would be required to remain in the area of the practice field. Their primary responsibility is to schedule & maintain the list of team practice times and monitor the condition of the practice field. They would report any problems or needed repairs to the Field Supervisor

RCA RUNNER (Optional)

The Regional Chairman Award (RCA) Runner works with the Judge Advisor or the Judge Assistant on the Friday of the event. Generally will sit at the door to the RCA interview room to check in the teams as they arrive for their interviews. Prevents interruptions to the RCA Judges and provides support should they need anything. Acts as point of communication to the Judge Assistant or Judge Advisor in the Judge room. This position is optional and at the request of the Judge Advisor.

REFEREE (Certified position)

Referees observe team matches, identify rule violations, and "call" them. Referees calculate the official score of the matches and participate in deliberations regarding contested calls. Referees work under the direction of the Head Referee. This is a critical role in ensuring smooth flow of match play and maintaining the pace of the event. **Referees must complete pre-event training and certification. Conflict of Interest form required for this position**

REGISTRATION SYSTEM ATTENDANT

The Registration System Assistant assists the Registration System Supervisor with the successful implementation of the Event Volunteer Registration System. Check picture ID's to ensure accurate data entry.

REGISTRATION SYSTEM SUPERVISOR (Key Volunteer Position)

The Registration System Supervisor ensures the successful implementation of the Event Volunteer Registration System. Train, supervise, and direct the Registration System Volunteers to ensure accurate data entry into the system. Ensure that data files are downloaded before the start of the event and uploaded to the server at the completion of the event.

REPLACEMENT PARTS ATTENDANT

This volunteer team will consist of a minimum of two individuals who will be responsible for managing distribution of spare kit of parts materials to teams and loaning Innovation FIRST control system parts. FIRST alumni are highly recommended as volunteer sources to fill this position as they have prior knowledge of parts allowed and provided. Instructions are packed in the spare parts crate for handling this position.



ROBOT INSPECTOR (Certified position)

Robot Inspectors perform mandatory robot inspections and weigh-ins to ensure compliance with robot construction rules. The Robot Inspectors determine inspection outcome decisions (pass/fail), may also perform random inspections, and work under the direction of the Lead Robot Inspector. The Lead Robot Inspector at will provide training to the Inspectors at the Volunteer Dinner Meeting. **Robot Inspectors must complete pre-event training and certification. Conflict of Interest form required for this position.**

SAFETY ADVISOR

Safety Advisors are involved in ongoing safety assessment during the entire event. The Safety program nurtures a positive reinforcement model using safety credits to emphasize safe behavior and coaching to correct unsafe behavior. The goal is to have a safe event and to promote safety as a holistic life skill. Safety Advisors will receive training from the Lead Safety Advisor at the event. **Conflict of Interest form required for this position.**

SCHOLARSHIP ATTENDANT

The Scholarship Attendant will be in charge of locating and setting up the designated scholarship table using materials supplied in the Scholarship Program Table Supplies box. Visit with teams/mentors in the pit area to inform them of the scholarship table and its location.

SCOREKEEPER/FIELD POWER CONTROLLERS (Key Volunteer Position)

The Scorekeeper/Field Power Controllers manage and operates the scoring and field control systems, input scores into the system from the Head Referee, print reports as needed and upload data onto the *FIRST* website as required. These individuals play a critical role in ensuring smooth flow of match play and maintaining the pace of the event. **FIRST Headquarters will provide pre-event training for this position. Conflict of Interest form required for this position**

TEAM QUEUING

Team Queuing volunteers are responsible for managing team traffic to and from the playing field. Team Queuers will stage and position teams in preparation for the start of matches. Team Queuers play a critical role in ensuring smooth flow of match play and maintaining the pace of the event. Training will be provided by the Lead Team Queuer during the Volunteer Dinner Meeting

TEAM SOCIAL ATTENDANTS

Team Social Attendants will attend the team social and oversee the event to ensure a safe, secure, and enjoyable event environment for attendees. Team Social Attendants will report to the Team Social Coordinator and remain at the Team Social until all teams have departed.

VIP/MEDIA REGISTRATION AND INFORMATION TABLE ATTENDANT

**There may be separate volunteer positions and tables for VIP and media; to be determined by Regional Planning Committee. Responsibilities of each position would be similar.*

The VIP/Media Registration and Information Table Attendant will assist the VIP Reception Coordinator and Media/PR Coordinator with VIP/Media Registration and Information Table operations. This individual will assist to facilitate a positive VIP and media experience at the event.

VOLUNTEER REGISTRATION AND INFORMATION TABLE ATTENDANT

The Volunteer Registration and Information Table Attendant will manage all activities at the Volunteer Information and Registration Table, and provide direction, assistance and information to event volunteers and attendees. The Volunteer Registration and Information Table Attendant works under the direction of the Volunteer Coordinator.



WEBSITE EVALUATOR

***PRE-EVENT POSITION, not required to attend competition*

Prior to competition, review and score websites that are designed, built, and managed by students participating on *FIRST* teams. The exact number reviewed will vary depending on the number of teams for a particular regional competition. Evaluations are accomplished via an on-line system. **Website Evaluators are asked to abstain from evaluating any FRC teams they are affiliated with (past or present relationship).**

WEBSITE EVALUATOR ADVISOR

***PRE-EVENT POSITION, not required to attend competition*

The Lead Website Evaluator oversees the group of Website Evaluators that have volunteered for their regional. They will ensure that reviewing is taking place in a timely fashion and that all websites have been evaluated. The Lead Website Evaluator also acts as a Website Evaluator.

Website Evaluator Advisors must abstain from evaluating any FRC team with which they have a past or present relationship.