



### Judge Assistants Event Checklist

*As every Judge Advisor has different expectations and ways of managing the room, these responsibilities may vary from event to event.*

#### Thursday afternoon:

##### Verify set up of Judge Room

- ◆ U-shaped table arrangement
- ◆ Verify sufficient seating for all judges
- ◆ 2 tall trash cans
- ◆ 2 flip chart stands (provided by FIRST via designated AV Company)
- ◆ Additional tables (3-4) for:
  - Judges shirts and name badges
  - Laptop and printer (near outlet and with chair)
  - Regional Chairman's Award submissions
  - Breakfast/lunch set-up (if applicable) Check with the Event Manager to see where the judges will be eating.

##### Verify Regional Committee supplies

- ◆ 2 Full pads of flip chart paper  
**Note:** *Post-it Self Stick are preferred, if standard pads are being used, Fun Tack putty should also be supplied.*
- ◆ 1 multi-pack box of colored markers (5-6)
- ◆ 3 dozen ball point pens
- ◆ 1 ream white printer paper
- ◆ 3 Sharpie black markers (fine point)
- ◆ 1 12" ruler
- ◆ 2 boxes 1" round stickers (1 box in red or orange/1 box in blue or green)
- ◆ 1 box white labels of sufficient size to cover 1" round stickers
- ◆ 1 stapler with box of staples
- ◆ 1 box paperclips
- ◆ 25 clipboards or enough to have 1 for each judge
- ◆ 1 pair scissors
- ◆ Preprinted Judges name badges (from Volunteer Coordinator)
- ◆ List of Judges recruited for event along with their shirt sizes.
- ◆ FIRST Judge Shirts (shipped in advance to Regional Planning Committee)
- ◆ FIRST Judge Assistant Shirts (shipped with Judge Shirts)
- ◆ 1 box containing Judges Gifts for this event (*may be shipped with Judge shirts, if not will be found in the Judge crate – it varies from year to year*)

##### Verify FIRST supplied items

- ◆ Laptop Computer (Judge Crate)
- ◆ 25-30 Regional Program Books (obtain from Pit Admin)
- ◆ Safety glasses *and/or side shields*, one pair for everyone in the room (*obtain from competition field, see FTA or Field Supervisor*).
- ◆ Printer (from Judge Crate)
- ◆ FIRST Judge Workbooks (Judge Crate)
- ◆ Regional Team Year Books (Judge Crate)
- ◆ Envelope for Consent/Hold Harmless forms

##### Set up perimeter tables in Judges Room as follows:

1. Table near an electrical outlet with chair should have:
  - ◆ Computer printer and Paper
  - ◆ Laptop Computer (hooked up to printer and functioning)
  - ◆ All office supplies listed above



## FIRST Regional Planning Guide

## On-site Checklists

Once the Laptop and Printer are set up, the following items will need to be printed:

- ◆ Consent/Hold Harmless Form (*1 for each judge*)
- ◆ Conflict of Interest and Disclosure Statement (*1 for each judge*)
- ◆ Regional Chairman's Award Submissions for event (*they will be in a folder on the laptop labeled with the event name, or on a CD packed in the laptop case.. Print each one for your event and staple with the Executive Summary Form on top.*)
- ◆ 1 Chairman's Award Feedback Form for each submission
- ◆ 1 Judges RCA Evaluation Form for each Regional Chairman's Submission.

2. Table on Perimeter of room

- ◆ Judges Name Badges
- ◆ Judge Stickers

3. On a separate perimeter table:

- ◆ All Regional Chairman's Award submissions
  - Arrange in numerical sequence by team number

### At each Judges place setting at the U-shaped table add

- ◆ One ball point pen
- ◆ One *FIRST* Judge Book
- ◆ One Regional Program Book
- ◆ Consent/Hold Harmless form
- ◆ Conflict of Interest and Disclosure Statement
- ◆ One Judge Gift - One should be given to each judge, the Judge Advisor and one for the Judge Assistant. Any leftover gifts should be put back in the judge crate. **PLEASE, DO NOT GIVE OUT EXTRA JUDGE GIFTS TO ANYONE.**
- ◆ One Pit Map (obtain from Pit Admin desk)

### Additional room set-up

- ◆ Set up flipchart pads at top of U shaped table
- ◆ Place one flipchart pad on each flipchart stand
- ◆ Place roll of masking tape on one flipchart stand
- ◆ Place multi-pack of markers near flipchart stands
- ◆ Place Regional Team Yearbook copies on Judges conference table

### Anytime after 2PM

- ◆ Go to PIT Admin and obtain the latest list of teams competing.
- ◆ Compare to teams listed in Judges books
- ◆ Cross out any teams who are not competing in each Judge Book
- ◆ Add any new teams who are competing in each Judge Book.
- ◆ Advise Judge Advisor of any changes

Check the Judges Viewing area at the playing field for correct number of chairs.

Verify Friday's schedule with Event Manager (judges breakfast time, opening ceremonies, judges lunch, award script deadline, awards ceremony time) so that you may inform Judge Advisor.

Gather materials to take to the *FIRST* Judges Dinner meeting

- ◆ Judge shirts
- ◆ List of judges recruited by the Regional Planning Committee (this should have the judges and their shirt sizes listed).
- ◆ Regional Program Books (take 5-10 for the judges to look at if they want, they will get them in the morning anyway)
- ◆ A listing of changes to the Judges Books (for the Judge Advisor)



## FIRST Regional Planning Guide

## On-site Checklists

- ◆ Friday schedule (for Judge Advisor)

### Judges Dinner *-if not at the venue*

- ◆ Arrive at location by 5:45 pm
- ◆ Set up Judges Shirts by size on table provided
  - **Note:** Shirts come in both men's and women's sizes. Be sure to separate accordingly and distribute appropriately.
- ◆ Set up a stack of Program Books
- ◆ Ensure that there is sufficient seating for judges/dinner guests
- ◆ Greet/welcome Judge Advisor
- ◆ Apprise Judge Advisor of changes in competing teams and review Friday schedule
- ◆ After dinner, distribute Judges shirts to judges who are on the list after they show a photo ID. Check them off the list as they receive the shirt.

**Note:** *Judges who are not on the list cannot receive a shirt at the Judges Dinner, they must report to the Volunteer Registration desk on Friday morning to complete a volunteer application before they can report to the Judge room.*

- ◆ Inform Judges on how to find the Judge Room and parking on site
- ◆ Pack any remaining Judge shirts to be returned to the Judge room.

### Walk-in or Substitute Judges

Because it is inevitable that a judge will cancel at the last minute and send a representative without the knowledge of the Regional Planning Committee, a procedure to address these situations must be in place.

For those instances those judges will be considered "walk in" volunteers. When they arrive at Judges Dinner, they will not receive a Judge Shirt. They will be instructed to check in on Friday morning at the Volunteer Check in Desk where they will complete the volunteer application. Once the appropriate check-in steps are taken, they will be sent (or delivered) to the Judge room where they can pick up their badge and judge shirt.

## Friday

### Morning:

#### Prior to Breakfast

- ◆ Arrive on site by 7:15 to unlock judge room
- ◆ Check out radio from Events office
- ◆ Verify sufficient seating for judges viewing on the Field
- ◆ Meet with Event Manager
  - Go over the opening ceremony details as it applies to the judges
  - Get timing for the days script deadlines
- ◆ Obtain 30 copies of the tournament chart from PIT Admin
- ◆ Distribute tournament chart to each judge place-setting in judges room
- ◆ Greet judges as they arrive
- ◆ Distribute shirts to those judges who were not at the dinner (must show ID) and are on the Regional Planning Committee Judge list
- ◆ Distribute shirt to substitute judges who have completed an application at the Volunteer Registration Desk
- ◆ Let Judge Advisor know who substitute judges are, they will have to be paired with a screened judge.

#### Prior to Opening Ceremonies:

- ◆ Hand out Judges Name Badges (they will need to wear them both days)
- ◆ Remind Judges to sign Consent/Hold Harmless Form
- ◆ Put Consent/Hold Harmless forms in envelope provided and return to Judge Crate



## **FIRST Regional Planning Guide**

## **On-site Checklists**

- ◆ Collect Conflict of Interest forms and give to Judge Advisor. (these forms can be thrown away after the event is concluded)
- ◆ Confirm with Judge Advisor all judges are present
- ◆ Communicate with Event Manager any changes in judges
- ◆ Communicate with Judges and Judge Advisor opening ceremony details
- ◆ Bring Judges to playing field in time for opening ceremonies

### ***During Opening Ceremonies and prior to Lunch:***

- ◆ Have breakfast (if you haven't already)
- ◆ Return all remaining judge and judge assistant shirts to the Event Manager
- ◆ Return all remaining judge gifts to the Event Manager
- ◆ Obtain the winner team number for the Autodesk Visualization Award from the Event Manager
- ◆ Obtain the Website Award winning team number from the Event Manager
- ◆ Obtain the Woodie Flowers Award winner from the Event Manager
- ◆ Assist the Judge Advisor in keeping judges on schedule
- ◆ **Note:** *If judges are needed back in the room by 11am then start searching the event area at 10:45 to get them headed back to the room.*
- ◆ Confirm lunch time with Event Manager

### ***Lunch and Afternoon:***

- ◆ Remind Judge Advisor to ask who will be staying for the awards ceremony
- ◆ Communicate names of those who will not to Event Manager
- ◆ Assist Judge Advisor with nominee procedure as needed
- ◆ Assist Judge Advisor with writing/typing award scripts
- ◆ Radio Event Manager when the scripts are completed
- ◆ Print three copies of the awards scripts to give to the Event Manager
- ◆ Save the script on the laptop under the "Event Name" Award Scripts
- ◆ Confirm Award Ceremony start time and when judges are needed on the field
- ◆ Remind Event Manager of any judges who will not be attending the awards ceremonies.
- ◆ Review/verify Saturday schedule with Event Manager (judge breakfast/opening ceremony/lunch/ script due/awards ceremony)
- ◆ Confirm Saturday start time with Judge Advisor
- ◆ Notify Event Manager (in case breakfast or lunch times need to be adjusted)
- ◆ Have judges on Field at specified time prior to the Awards Ceremony

### ***After the awards ceremonies:***

- ◆ Thank the judges for their efforts
- ◆ Get room ready for following day

Return radio to Events office.

## **Saturday**

### ***Morning:***

#### ***Prior to Breakfast***

- ◆ Arrive on site by 7:15 to unlock judge room
- ◆ Check out radio from Events office
- ◆ Meet with Event Manager
  - Go over the opening ceremony details as it applies to the judges
  - Get timing for the days script deadlines
- ◆ Greet judges as they arrive
- ◆ Confirm with Judge Advisor all judges are present

#### ***Prior to Opening Ceremonies:***

- ◆ Communicate with Event Manager any changes in judges
- ◆ Verify sufficient seating for judges viewing on the Field



## FIRST Regional Planning Guide

## On-site Checklists

- ◆ Bring Judges to playing field in time for opening ceremonies

### **During Opening Ceremonies and Prior to Lunch:**

- ◆ Have breakfast (if you haven't already)
- ◆ Assist the Judge Advisor in keeping judges on schedule

**Note:** *If judges are needed back in the room by 11am then start searching the event area at 10:45 to get them headed back to the room.*

- ◆ Confirm lunch time with Event Manager
- ◆ Remind Chairman's Award Judges that Feedback forms must be completed for each submission.

### **Lunch and Afternoon:**

- ◆ Remind Judge Advisor to ask who will be staying for the awards ceremony
- ◆ Communicate names of those who will not to Event Manager
- ◆ Obtain Seeding Report from Qualification Rounds from Scorekeeper (this will give you winner for Highest Rookie Seed Award. (12:15pm)
- ◆ Assist Judge Advisor with nominee procedure as needed
- ◆ Assist Judge Advisor with writing/typing award scripts
- ◆ Contact the Event Manager when the scripts are completed
- ◆ Print three copies of the awards scripts and give to the Event Manager
- ◆ Confirm Award Ceremony start time
- ◆ Remind Event Manager of those Judges who will not be staying for the Awards Ceremonies.
- ◆ Take all Regional Chairman's Award Feedback forms to Pit Admin for distribution (there should be one for each team who submitted including the winner)
- ◆ Have judges on Field at specified time prior to the Awards Ceremony

### **After Awards Ceremonies:**

- ◆ Thank all the judges for their efforts
- ◆ Repack the *FIRST* Judge Crate with:
  - Printer
  - Laptop
  - Any remaining Team Yearbooks from the event (***if there are any team yearbooks left in the room, do not throw them away-repack them for FIRST files***)
- ◆ Throw away all of the Judges Workbooks
- ◆ Collect office supplies to be returned to the Regional Committee. Put them with the remaining Regional Program Books.
- ◆ Throw away the used flipchart papers with awards notes scribbled on it.
- ◆ Clear the judge room of debris and place in wastebaskets
- ◆ Notify Event Manager via radio that Judge Room is clear and crate can be removed.
- ◆ Return radio to event office.

**THANK YOU from *FIRST* for all your help during the Competition.**

## Team Social Coordinators Event Checklist

### **1 Month Prior to the Event:**

- ◆ Team Social Coordinator works with *FIRST* to plan the headcount anticipated to attend the team social. Refer to the Procedure for Team Socials in Policies and Procedures (Section 14) of the Regional Planning Guide
- ◆ Team Social Coordinator informs team leaders of the plans and reviews requirements of 1 adult chaperone (age 18 or over, not a student member on the team) for every 10 students attending. He/she requests that the names of chaperones be emailed to the Team Social Coordinator no less than two weeks prior to the event
- ◆ Team Social Coordinator becomes familiar with the Incident Reporting Procedure found in Policies and Procedures (Section 14); the Team Social Coordinator is responsible for procedure at Team Social

### **At the Event**

#### **Wednesday:**

- ◆ Arrive late afternoon to meet with the Event Manager and Regional Director to discuss the Volunteer Meeting Agenda and Team Social Attendant training
- ◆ Attend the Wednesday night volunteer dinner to meet and meet with the Team Social Attendants to give them an overview of what their duties will be at the team social

#### **Thursday:**

- ◆ Walk around the Pit to meet the team leaders to:
  - Verify headcounts of team members who will be attending the team social
  - Verify number of students and adult attending
  - Verify chaperone names
  - Ensure that team leaders are aware students and chaperones must arrive together at the team social

#### **Friday:**

- ◆ Meet with all of the Team Social Attendants mid-morning to ensure they know:
  - Where they are supposed to go
  - What time they are supposed to arrive and leave (must stay until end of event)
  - What they will be doing
  - Distribution process for wristbands or tickets to attendees, if needed
- ◆ Meet with the Regional Director on site to:
  - Determine who will be going to the Team Social from the Regional Committee and from *FIRST* Staff
  - Determine who will assist with problem resolution should it become necessary
- ◆ Walk through the Team Social venue with the Event Manager (if held on site) to:
  - Check on setup and catering status
  - Discuss the specifics of the team social to make sure they are clear
- ◆ Check with the EMTs, ensure they are all set for the event
- ◆ Obtain "Incident Report" forms from the Pit Administration Supervisor to have on hand at the event

#### **At the Team Social:**

- ◆ Greet team attendees at the entrance, check for appropriate number of adult chaperones
- ◆ Walk around and mix with the teams in all areas
- ◆ Help to ensure safety of all attendees
- ◆ Be alert for any conditions arising which could give opportunity for inappropriate behavior. It is better to prevent incidents before they happen than to deal with them afterwards
- ◆ If inappropriate behavior is observed, politely interrupt and ask the participants to stop (i.e., dancing, body surfing, necking, groping, etc.)
- ◆ Try to ensure that all the participants are involved and having a good time



## **FIRST Regional Planning Guide**

## **On-site Checklists**

- ◆ Check on transportation issues; ensure team buses are parked in the designated locations
- ◆ Provide teams with directions back to their hotels upon request
- ◆ Listen to any feedback received for improvements/changes for the following year
- ◆ At the end of the event, thank the volunteers for their time

### **Should an Incident Occur:**

- ◆ Contact the EMTs immediately
  - ◆ Contact the *FIRST* staffer and Regional Director/Committee member on site
  - ◆ Clear the area around the incident so that the EMTs can work
  - ◆ Determine team number of the person(s) involved, and contact the appropriate adults associated with the team
  - ◆ Determine who witnessed the incident and ask them to wait to one side
  - ◆ Complete an Incident Report and report the incident in accordance with the instructions in the Incident Reporting Procedure in Policies and Procedures (Section 14) of the Regional Planning Guide
- Note:** *If a FIRST Staff member is on site, he/she will work with you to complete it.*

### **Post Event:**

- ◆ Send a thank-you note to each of the volunteers for their efforts (See Section 1, Recognition of Volunteers for suggestions and tips.)
- ◆ Prepare post event follow-up notes to mark opportunities for improvement

**THANK YOU from *FIRST* for all your help during the Competition.**



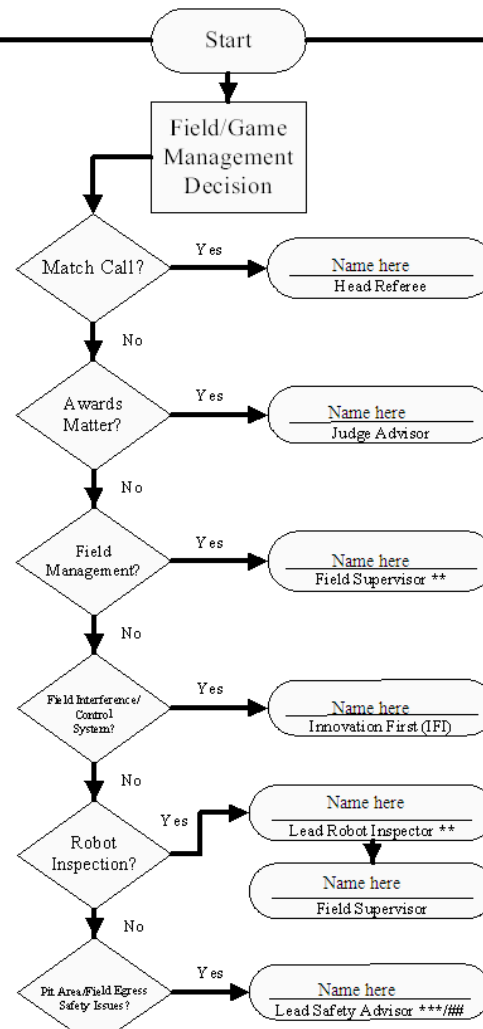
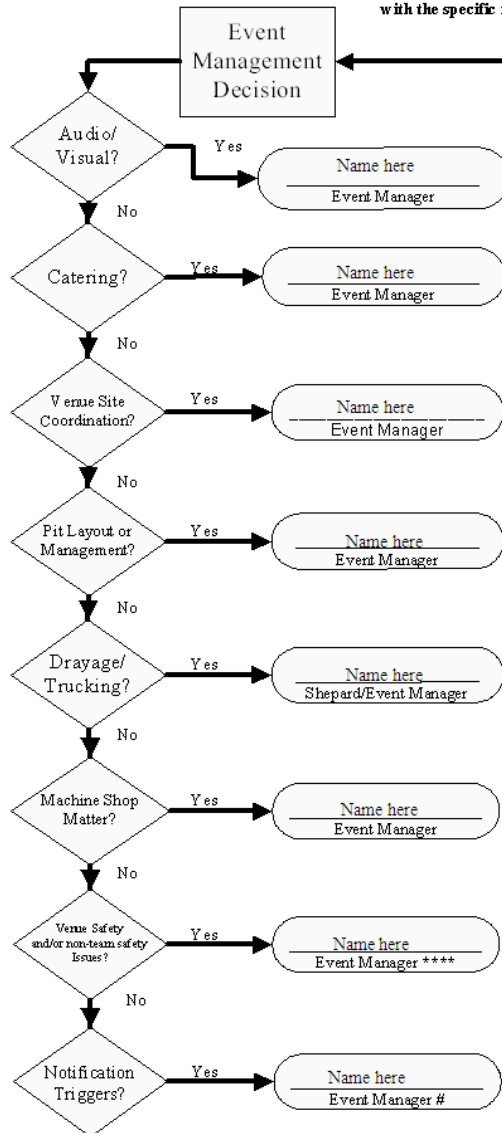
# FIRST Regional Planning Guide

# On-site Checklists

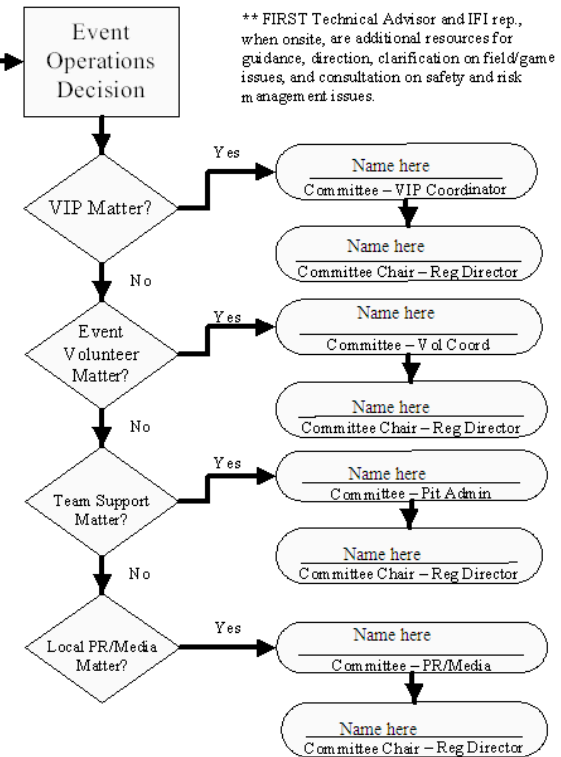
FIRST Robotics Competition Decision Authority Matrix – Version 02/06/06\*

Regional Name \_\_\_\_\_ Regional Name \_\_\_\_\_

\*For use onsite during a regional event – position titles will be replaced with the specific names for an event.



### The Lead Safety Advisor (LSA) will deal with team safety issues in the pit area and the egress route to and from the field.



\*\* FIRST Technical Advisor and IFI rep., when onsite, are additional resources for guidance, direction, clarification on field/game issues, and consultation on safety and risk management issues.

\*\*\* Safety stand down decisions, unless an imminent danger situation exists, will be made by the Lead Safety Advisor, in consultation with the Safety Advisors.

\*\*\*\* Venue Safety issues are defined to be any safety issues outside of the playing field, the pit area, and the egress route to and from the field. The Event Manager will be responsible for dealing with these issues and any non-team safety issues for the playing field, the pit area, and the egress route to and from the field.

# Notification triggers are defined as the following:

1. Death or serious injury while participating in or traveling to/from a FIRST event.
2. Sexual harassment/discrimination/molestation, Racial or age-based harassment/discrimination.
3. Significant illness at an event.
4. Crime at a FIRST event.
5. Security threat at a FIRST event.

