



**INFINITE  
RECHARGE<sup>SM</sup>**

# **PIT ADMINISTRATION SUPERVISORS' GUIDE**

**For help at *FIRST*, dial  
1-800-871-8326, EXT.0**



## From all of us at **FIRST**Headquarters:

The Pit can be crowded, very exciting, and definitely noisy. It opens early and closes late. As Pit Administration Supervisor, you play a key role in making the event a success!



THANK YOU so very much for helping with the Pit Administration Station! We sincerely appreciate your time and effort and we hope this guide will make things easier for you. Please call *FIRST* Headquarters at (800)871-8326, ext. 0 or email [firstroboticscompetition@firstinspires.org](mailto:firstroboticscompetition@firstinspires.org) if you have questions before, during, or after your event!

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## **KEY TRAINING POINTS - 2020**

### **Team Rosters and Consent and Release Forms**

Each student team member and adult mentor participating at a *FIRST*<sup>®</sup> Robotics Competition regional or district event is required to complete the 2020 *FIRST*<sup>®</sup> Consent and Release form. The Consent and Release form should be submitted electronically via our Youth Registration portion of the Dashboard or via hard-copy at each event the team attends.

#### **Procedure:**

The following documents **must** be collected from every team at check-in:

#### **1. Team Roster**

The Team Roster records and summarizes each submitted Consent and Release form (for both students and mentors). A mentor from each team must provide the Team Roster, printed from the Lead Coach/Mentor 1 or Lead Coach/Mentor 2's Dashboard page, at all of the team's events, along with any hard copy Consent and Release forms. See sample Team Roster on page 5.

#### **2. Consent and Release Form**

Consent and Release forms must be completed by **EVERY** student and mentor in attendance. Please confirm **EVERY** student and mentor has provided an accepted form **electronically or by hard-copy**.

A. Review the Team Roster provided by the mentor of the team. The Consent Form column on the Team Roster will indicate that the Consent Form is either **Complete** or **Incomplete** for student team members.

1. If the Consent Form column has a **check mark**, this indicates the form is **Complete**. If this is the case, there is no need to collect a hard copy Consent and Release form from the team member.
2. If the Consent Form status column has an '**x**', this indicates the form is **Incomplete**. If this is the case, please be sure to collect a completed hard-copy from the student. Please be sure to do the following:

- Collect any hard-copy forms during check-in and ensure that they are complete.
- The forms must include a signature from a parent or a legal guardian (if student is under 18) and a team number.
- Staple any completed hard copy forms to the Team Roster.

3. There is an area on the Team Roster called "Additional Members (Write-In)," in which hard-copy submitters' information will be handwritten by the team mentor(s).

4. Once all the Team Rosters have been collected, place them in your event-specific bin for return to *FIRST*.

**NOTE:** Team Rosters and Consent and Release forms must be completed and handed in at **all** the team's events for the season.

# Sample Team Roster (printed electronic version)

## TEAM CONTACTS

< Back to Dashboard

If a youth on your team has not completed the Consent and Release form, the parent/guardian can access the form by logging in and selecting the youth registration button which will direct them to STIMS where they can complete acceptance of the form.

CONTACTS

COMMUNICATION OPTIONS

TEAM LEADERSHIP

YOUTH MEMBERS

PRIOR SEASON YOUTH MEMBERS

PRINT BLANK ROSTER

PRINT ROSTER

Season	2020	Team Name	Fakee McTeam
Program	FRC	Team Location	Manchester, NH 03102 USA
Team Number	202000029		

### MAIN CONTACTS

Role	Name	Phone	Consent Form
Lead Coach/Mentor 1	asf asdf firsttestingone@gmail.com	603-555-5555	
Lead Coach/Mentor 2	Firstname Lastname firsttestingtwo@gmail.com	222-222-2323	

### OTHER CONTACTS

Role	Name	Phone	Consent Form
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### Youth Team Members

Include 'Denied' Application Status Students

Role	Youth	Parent/Guardian	Phone	Application Status	Consent Form	Awards Submitter
Student	Kiddo McKiddtwo	Firstname Lastname firsttestingtwo@gmail.com	222-222-2323	Accepted		<input type="checkbox"/>

### ADDITIONAL MEMBERS (WRITE-IN)

Role	Name	Other Information
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## **Bag and Tag:**

Robot Stop Build Day has been retired starting this season. Teams are no longer required to bag and tag their robots after their events.

## **Shipping to FIRST Championship**

**For the 2020 season, teams can now either ship to Championship using the FedEx voucher or hand-carry their robot.**

FIRST Headquarters will be contacting the teams directly once they secure your spot for the 2020 FIRST Championship asking for the team to indicate whether they will be hand-carrying their robot or shipping it to the event. Teams are asked to wait for electronic correspondence from FIRST regarding their shipping documents to the Championship drayage location if they indicate they will ship their robot. **There will be no information packets/shipping documents provided to the teams at the event, except for District Championship events.** The team may review the [Robot Transportation](#) page accessed from the Game and Season page for additional information while waiting for email correspondence.

Teams who have received a Robot Transport Exemption (RTE) will leave their crated robot at the venue at the end of the event. The drayage location will then assume responsibility of the robot crate and ensure that it is shipped in the week following the event.

Teams who did not receive an exemption must carry their robot out of the venue. Teams **CAN NOT** leave their robot crate at the venue, even if they have qualified to attend Championship.

If questions arise about how your team should be using the FedEx shipping donation voucher, please visit the [Robot Transport page](#) in the [Game and Season page](#) on our website, or contact Team Support directly the following Monday after the event.

## **Lead Robot Inspector Materials**

You might find stacks of manila folders (labeled by event) in your Pit Admin crate—these belong to the Lead Robot Inspectors. The Lead Robot Inspectors have been instructed to go to Pit Admin to retrieve these folders if they are not found in their file boxes.

## **Pit Administration Basics**

- **You are the cheerful information station!** 😊
- You will be on radio communication with other key people such as Inspectors, EMTs, Event Personnel, and FIRST staff. Please ask for instructions during your first meeting. The Pit Administration Supervisor must be available on radio at all times in case of possible accidents or illnesses. When leaving the radio's communication limits, give the radio to another capable volunteer who is manning the table.
- Everyone must wear safety glasses while in the Pit. Child-size safety glasses should be available, and no children under 12 can enter the Pit unless accompanied by an adult.
- All teams must turn in their Team Roster and any hard copy Consent and Release forms upon check-in at their events. For more information regarding this process, please refer to Page 4 in this guide.
- People can receive first-aid assistance from the EMT or nurse. Team members should see the EMTs for help as simple as a bandage. (There are bandages available for Pit staff and volunteers in the supply drawers.)
- Report any medical or non-medical incidents using the required procedures (review "Incidents" on Page 10 in this guide)

Teams can get ear plugs and loaner work gloves, which are available in your rolling crate.

- Collect lost/found items: When someone reports an item missing, have him or her fill out a “Lost Items” form provided in the file box. **Remove the forms as items are returned to their owner.** Store all found but unclaimed articles from your event in your event-specific bin for return to *FIRST* headquarters. If all the items will not fit in your event bin, please make sure the additional items are clearly labeled with the event name, as this makes it easier to unite the owner with the lost item once the items are returned to *FIRST* Headquarters. **Please Note:** Keys and phones should be turned into the venue lost and found. The trucks may be on the road for additional weeks, it is easier for the item to be claimed at the venue than months later at The Pit Administration station must be staffed at all times. Schedule your breaks accordingly with volunteers for coverage.
- Help guests find teams or gather information about the competition and *FIRST*.
- **A wrong answer is worse than no answer.** Seek accurate information from other event staff!

## **PREPARATION**

### **Volunteer Meeting/Training**

Attend the volunteer meeting to learn all the necessary event information. Meet your other Pit Administration staff and educate these volunteers on the basic procedures of the Pit Administration area. We strive to have people working all the event days, so you won’t constantly be training new volunteers. Some volunteers come to work a short time, collect the free t-shirt, eat, enjoy some of the event, and leave. If you notice this happening, or if you have too many volunteers, notify the Volunteer Coordinator.

Train an interested, competent volunteer to assume the role of Pit Administration Supervisor in case you can’t work the event next year or you wish to volunteer at another event.

### **Set up**

**Unpack your rolling crate:** You’ll find all the important materials to run the Pit Administration Station in a rolling crate. Within this crate, plastic bins marked specifically for your event will include the registration materials (envelopes, documents, badges) needed to stuff your team registration envelopes. Also, in this bin, you’ll find your Pit Administration Supervisors’ Packet, which contains:

- 2 registration lists (for registering teams by odd/even lines)
- 5 team lists (for your reference)

We recommend that you store your crate in a safe area and use it as an extra flat surface for your safety equipment.

### **Other important items in the rolling crate include:**

- Ear plugs for anyone who requests them
- Printed materials for you to display and share with visitors to the Pit
- Supply drawers (these supplies are meant to last for all events on that truck route) *Please email [firstroboticscompetition@firstinspires.org](mailto:firstroboticscompetition@firstinspires.org) if you find you are running low on certain supplies.*
- Parts request forms for teams, as well as
- Work gloves to loan team members

Be sure to reserve some of the printed materials for remaining event days.



## **Additional items which you will need to obtain to add to team registration envelopes include:**

- Pit Maps (from the Event Manager)
- Practice Match Schedules (from the Field Tech Advisor or Event Manager)
- Program Books (from the Event Manager)

Please be sure to reserve a couple of each for Pit Administration.

## **Pack Registration Envelopes**

**NOTE:** If a new team has registered for your regional event after the rolling crate has left *FIRST* Headquarters, prepare a new registration packet for the team (not listed on registration list). Please be sure to include all the necessary documents, badges (extras are available for this reason) and at the bottom of the registration list, write in the team number and have the adult mentor sign when registering. Collect Roster/Consent & Release forms at every event.

## **Each registration envelope should include:**

- **Driver Badges**— 6 badges are for the 6 individuals from the team allowed on the field during matches. The Mentor's badge has black banner and is labeled COACH. The wearer of this badge cannot score points for the team. You will find five full sets of blanks inside your bin. Please encourage your teams to hold on to their badges. You should make it clear to teams that they will not receive a replacement for a lost or misplaced badge. Encourage your teams to leave their badges in safe place inside their pits at night instead of taking them home or back to their hotelroom.
- **Pit Map**—shows the layout of the entire Pit: Pit Administration Station, Spare Parts, First Aid/EMT station, and the Inspection/Weigh Station etc. The Event Manager will provide these for you on site.
- **Program Books**— Program Books are distributed with the packet, not in it.
- **Practice Match Schedule**— The Scorekeeper will provide these for you on site.
- **Safety Badges**—Teams receive 1 Safety Badge **and 1 Technician Badge**. A team's safety person is responsible for monitoring the team's compliance of rules at home and at *FIRST* events. Team members can take turns with this duty.
- **Team List**— 1 per team. Teams have been told to download additional copies from the web.

## **ALSO LOCATED IN THE PIT**

**Machine Shop** – usually off-site, this will be available for teams' use during the competition.

**Pit Announcer** –Train the Pit Announcer to work with the Team Queuer to call the teams from the Pit to the playing field on time for their scheduled matches. You are responsible for telling the Pit Announcer what announcements to make. You may need to assume this position during breaks. If a team needs to borrow a particular tool, the announcer can say, "Team XXXX is looking for \_\_\_\_\_." Parts request forms can be found in the supply box. Do not make any birthday recognitions, thank you or other "frivolous" announcements – teams will stop listening!

**Practice Field**—A volunteer(s) will staff this field and maintain a signup sheet for teams to practice.

**Robot Inspection**—Teams can practice without being inspected, but each team must pass inspection before it can compete in any official matches. Each time they make changes to the robot, the machine requires a new inspection.

**Spare Parts**- usually located next to the Pit Administration (location may vary from event to event).

## **SAFETY AWARENESS**

**Please refer to the Team Safety Manual** if anyone has questions regarding the Safety Awareness Recognition Program. The Safety Manual can be accessed [here](#).

### **Battery Spills at FIRST Events**

- Immediately send the person in contact with acid to the First Aid Station/EMTs
- Teams will report incident to the pit administration supervisor so the individual can fill out a Medical Incident Report Form.
- Pit Administration will contact the Event Management for instruction from event and venue authorities to dispose of the *properly contained leaking battery*\*

**If the venue authorities refuse to dispose of the contained leaking battery, pit administration will ask the host team to dispose of the battery or request a team to volunteer**

*\*Teams refer to procedure of handline a leaking battery in the [Team Safety Manual](#)*

### **Safety Glasses Loaning Process**

Safety Glasses Volunteers will ensure that people do not enter the Pit unless they are wearing appropriate safety eyewear. These volunteers will supply glasses and wipes.

#### **You're part of the process:**

When all visitors have left the Pit, the volunteers are supposed to tally the total number of safety glasses handed out and calculate the percentage returned. The Lead Safety Glasses Attendant may ask you or the Event Manager to send their complete inventory results to *FIRST*. This will alert *FIRST* Headquarters if supplies are low for upcoming events.

## **INCIDENTS**

This section provides a clearly defined procedure with specific responsibilities for handling the timely reporting of incidents involving bodily injury and/or property damage at a *FIRST* Robotics Competition event.

### **Incident Reporting Procedure**

You will be the Incident Reporting Person and will be responsible for completing incident reports. You must be available within the Pit during the periods the event is open to the teams, volunteers, and the general public. Designate another trained volunteer to take this role if you need to be away from the facility.

The Incident Reporting Person should:

- Be calm in an emergency and be able to talk to witnesses without assessing fault and be able to communicate with the insurance company if necessary.
- Have clear/legible handwriting when filling out the form. Fill it out completely.

### **Incident Reports – Where & Why?**

#### **Where:**

- The file box contains hard copies of the Incident Reporting forms. Please be familiar with the form and procedure and maintain a supply of the form for the rest of the events on the truck route.
- Alternatively, provide this following link to the person wishing to report a non-medical concern: <http://firstinspires.org/non-medical-reporting>

- **This electronic form is NOT to be used for reporting injuries or immediate danger.** Forms submitted using this online tool are reviewed frequently but not 24 hours a day, 7 days per week.
- Individuals are told to come to Pit Admin if they need immediate assistance with an issue. After the issue, incident, or concern is resolved, we appreciate you taking the time to report it to us with details regarding how it was resolved and by whom by filling out the form.

**Why:** Although the majority of incidents will not result in a claim, it is better to err on the side of caution and report them. Should an incident result in a claim after the event, the documents will be on file, complete with witnesses and a written report. We appreciate your immediate efforts.

**IMPORTANT:** In all conversations with the injured, witnesses, spectators, and media you should say, “The incident is being investigated”. Do not give any further comment. Do not imply liability or any payment, as no one knows for sure until all facts are known.

### **Medical Incident Response and Reporting**

Should an incident or illness occur at an event, do the following:

1. Report it to the EMTs or nurse if it warrants their attention.
2. Respond to the scene immediately. Bring a clipboard, pen, and a Medical Incident Report (from file box).
3. Complete the incident report for the injured party.
4. Place the completed form in the Lock box provided in your road case so they can be returned to *FIRST* Headquarters.

### **Non-Medical Incident Reporting Procedure**

- Non-Medical Incident Reports are also available in your file box. Report anything that happens during an event that should receive attention because it made you, as a volunteer, feel uncomfortable or threatened. If anyone states that they feel threatened because of verbal abuse, inappropriate contact, or other negative behaviors, speak up and volunteer to fill out a report with that person or they can file it themselves with the electronic form.
- The Online Non-Medical Reporting Form (<http://firstinspires.org/non-medical-reporting>) can be used for any concern ranging from or related to volunteer issues, venue issues, Code of Conduct issues, or Youth Protection issues. The individual can fill out the form on site by themselves or may ask you for assistance. This new form can be used by ANYONE to report a concern they would like *FIRST* to be aware of or to investigate. All reports received through the Online Non-Medical Reporting Form are reviewed by the Youth Protection Program Manager and acted on accordingly. *FIRST* will keep the identity of any reporter confidential unless required to disclose by court order. *FIRST* will not tolerate any form of retaliation against reporters or witnesses.
- Call the Volunteer Coordinator or Event Manager if a situation arises that involves harassment or a threatening situation. He/she will provide guidance on how to handle the situation.

### **FIRST Youth Protection Program:**

*FIRST* strives to create an environment in which team members can grow, learn, and have fun with minimal risk of injury. *FIRST* will strive to inform everyone involved in its programs of its Youth Protection Program (*FIRST* YPP) and related resources and provide assistance in meeting its standards.

You can find additional information about the *FIRST* Youth Protection Program, along with Youth Protection forms, on the *FIRST* website at: <http://www.firstinspires.org/resource-library/youth-protection-policy>. Coaches and Mentors are expected to read the Youth Protection Program Guide or watch the training modules on Schoology, also found on the Youth Protection Policy page.

## **THE EVENT BEGINS**

1. Attend the early morning staff meeting, eat breakfast, and sign out your radio at the Event Office.
2. Be sure that your EMT is in place and make sure your volunteer staff knows where they are too.
3. Review the registration process and be sure that your Pit Administration area is “showready”!

### **Early Pit Opening**

At the event, 5 team reps (one must be an adult over 18 years of age) will be allowed to enter the Pit the evening before the event begins **or** early on the first morning to drop off their robot. During this early entry period, the robots must remain bagged (volunteer inspectors will visit with each team). No Pit set up or work on the robot is allowed until the Pit officially opens, and robots must remain bagged until cleared for un-bagging by an Inspector.

### **Team Check-in Overview**

- A team’s Lead Coach/Mentor 1 or Lead Coach/Mentor 2 must check-in at Pit Administration, sign the registration list, provide a cell phone number, hotel info and claim the team specific registration envelope including all important team/event documents and items.

Have teams form two lines (one for even team numbers, one for odd team numbers). Collect and verify the Team Roster and Consent and Release forms if indicated as necessary on the registration list. Note the guidelines (Page 4 of this guide) for teams whose student members/parents completed this process electronically (online). If a team doesn’t have their forms prepared for their initial Regional event – see below, “What if a team doesn’t have its roster or consent forms?”

- Distribute team Operator Badges, Technician, and Safety Captain Badge only if all the Roster/Consent & Release forms are accepted or handed in.
- Distribute 5 program books to each team upon registration.
- All teams should check-in by 12:00 p.m. (noon) on the first day of the event. Make reminder announcements as needed. Once every team has checked-in, inform the Scorekeeper or Event Manager so that they can generate the competition match lists.

Upon completion, file registration forms in your event specific folder within the file box.

***What if a team doesn’t have their roster or consent forms?*** A team might say that their Team Roster/Consent and Release forms are coming late with other mentors on their team. In this case, make sure the person you are speaking with is an adult team mentor and not a student. A team member may also say he/she submitted electronically but do not show up on the team roster as “Accepted.”

### **Do the following to resolve the problem:**

- Have the adult team Mentor sign the registration team list and provide them with the registration packet - **DO NOT** hand over the Operator Badges. You must receive the Team Roster and all Consent and Release forms before the team can compete at their event.
- If the team left the roster and/or the hard copy of the Consent and Release forms “home,” they should arrange to have them faxed to the event site and originals mailed to *FIRST* right away.
- Find blank forms in the file box and provide blank forms for adults to fill out on site. Students under 18 need a form signed by a parent or legal guardian. You cannot accept the signature of a mentor on a student’s form. Mentors must have parents provide completed forms to them prior to receiving the Operator badges. Again, these can be faxed to the event office. Enlist the help of your Event Manager for this process.

To summarize, any team member not having a properly signed form cannot compete and cannot be on the playing field. Adults and students over the age of 18 can complete a hard copy Consent and Release form on site. If a student under 18 has not submitted a form, and one cannot be faxed to the event site to allow for their participation, the team mentor will need to make appropriate arrangements for the student. These arrangements could include providing transportation for student home or making accommodations in the stands to watch as a spectator until a completed form can be provided. You can share these ideas, but it is the responsibility of the team mentor to resolve the situation. If you run into any disputes, call the Event Manager to assist you or have team mentor contact *FIRST* Team Support.

### **Safety Awareness and Recognition program**

**Please refer to the Team Safety Manual** if anyone has questions regarding the Safety Awareness Recognition Program. The Safety Manual can be accessed [here](#).

In order to have a better view and understanding of the culture of safety at each *FIRST* events, *FIRST* Robotics Competition teams are provided with Safety Champion Cards to provide feedback to UL Safety Advisors and/or Safety Managers and recognize the contributions of peers to the enhancement of the culture of safety at *FIRST*.

Each team will be provided with two (2) Safety Champions input cards to be completed on non-playoff round days of each event. The cards should be completed and submitted to Pit Administration prior to the end of the day received.

The UL Safety Advisors and/or Safety Managers, with input from *FIRST* Robotics Competition safety captains, will select the Star of the Day winners on the primary competition day(s) at each event. The winner's name and team affiliation will be displayed on the A/V display for that day of the competition. This individual is presented with a small token of appreciation. This award can go to any safety captain that has made a noteworthy contribution to promoting a culture of safety and is a person that the rest of the *FIRST* community should emulate for their safety practices.

### **End of Each Day**

- Approximately 15 minutes prior to the Pit closing, begin to make reminder announcements that the Pit is closing.
- The Event Manager will help clear the Pit along with other volunteers.
- Return your radio to the event office charging station and sign it in for the evening.

### **Match Lists**

Distribute 2 qualifying match lists on each team's Pit table. This list is computer-generated and match changes or team alliance switches cannot happen. Reserve enough extra copies for Queuers and judges and tape about three Match Lists to the Pit Administration tables for visitors to reference.

### **Opening/Closing Ceremonies**

Make a few announcements starting at 8:30 a.m. stating that the Opening Ceremony (usually on Friday) will begin shortly. During the ceremonies, no power tools should be operating. A Pit Administration representative must remain behind to ensure that these rules are followed. Make similar announcements for the Closing Ceremonies (on the last day of the event) and urge all teams to attend.

### **Chairman's Award Interview Times Process at Events**

The following process for the Chairman's Award should be followed to ensure there is a consistent process between all events:

1. Pre-event - The Judge Advisor creates time slots for all eligible teams at the event. Teams are randomly assigned to time slots. The JA will not schedule a DL and CA interview for the same slot in case the DL nominee is also a Chairman's presenter.
2. The Judge Advisor or Judge Advisor Assistant provides the sheet for teams at Pit Administration.
3. Pit Administration announces that the interview times have been posted. "The following teams have been assigned interviews for Chairman's (list off team numbers). Please come to Pit Admin to see what time your team is assigned."
4. Teams can see which time slot they have been given. If a team lets you know that they do not want to interview, please pass this along to the JA or JAA.
5. Some teams may ask to change their time slot. In order to do so, the team must find another team that is willing to switch with them. Both teams will then come to Pit Admin who can approve the change and Pit Admin **must** alert the JA or JAA.
6. After the Chairman's Award winner has been decided, the Judge Advisor Assistant will return all Chairman's Award materials to the teams. The Feedback forms will be given to Pit Admin to be handed back **after** the Awards Ceremony.

### **Dean's List Award Interviews**

You will receive a schedule of when the Dean's List interviews are scheduled from the Judge Advisor or Judge Advisor Assistant. Post this schedule to the Pit Administration desk for Semi-Finalists to review. Check with the Event Manager or Judge Advisor for the interview room location.

1. Pre-event - The Judge Advisor creates time slots for all eligible students at the event. Students are randomly assigned to time slots. The JA will not schedule a DL and CA interview for the same slot in case the DL nominee is also a Chairman's presenter.
2. The Judge Advisor or Judge Advisor Assistant provides the sheet for teams at Pit Administration
3. Pit Administration announces that the interview times have been posted.  
"The following teams have been assigned interviews for Dean's List at this event (list off team numbers). Please come to Pit Admin to see what time you are assigned."
4. Nominees can see which time slot they have been given.
5. Some students may ask to change their time slot. In order to do so, the student must find another student that is willing to switch with them. Both students will then come to Pit Admin who can approve the change and Pit Admin **must** alert the JA or JAA.

When a student goes into the interview, they will be presented with a **Dean's List Semi-Finalist button**.

**Please note:** All nominees will receive a live, interactive interview with a minimum of two (2) judges. This interview does not need to be in-person at the event, though that is the preferred method. Interviews may, if necessary, be conducted by phone or video conference, as long as no less than two (2) adults are participating in discussions with the student. Also, this interview does not need to take place concurrently with the event, it may happen beforehand, as long as every nominee is interviewed and has a fair opportunity for selection.

## **FINAL EVENT DAY**

- On the final day of the event, attend the early morning staff meeting, eat breakfast and sign out your radio at the Event Office.

## **Pit Administration Area Clean up**

Start cleaning up during the Awards Ceremony:

- Place lost items forms in the file box and pack the found articles in your event-specific bin. Place all plastic bins in the rolling crate for return to *FIRST*. (If you find keys or phones please leave them at the venue).
- Throw away/recycle any of the site-specific team handout documents, such as team lists and Pit maps.
- Neatly pack the remaining office supplies in the supply drawers for the next event.
- Once the Pit Administration area is packed up, help move Pit materials to the truck.
- Return your radio to the event office charging station and sign it back in.

## **FIRST TEAM SUPPORT EXTENDED EVENT HOURS**

The *FIRST* Headquarters Team Support group will be available at 1-800-871-8326 during normal business hours and from 12:00 p.m. (noon) until 5:00 p.m. on Saturdays during the events. Staffing will be limited, and we may be helping another Volunteer when you call. Please leave a complete message including your phone number, event and your question if your call goes into our voicemail. If it concerns a specific team, please provide the team number. We will return your call as soon as possible. You can also contact your Event Staff for assistance. If necessary, they will contact us and relay the answer back to you. Team Support can also be reached via email at [firstroboticscompetition@firstinspires.org](mailto:firstroboticscompetition@firstinspires.org)

## **COMMENTS / FEEDBACK**

Thank you so very much for all your help throughout the season!

Without your valuable input, we cannot improve each year. Please give us your suggestions and comments on how we can make our events better, your job easier, and anything else you wish to include. You can complete this page, tear it off and send it back to *FIRST* HQ in your file box for review. **Thanks again!**

Print Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

2020 *FIRST* Robotics Competition Event: \_\_\_\_\_

Suggestions/Feedback: