



FIRST Robotics Competition

Event Volunteer Roles: Key Volunteer and/or Technical

Control System Advisor – K	Lead Team Queuer -K
Field Supervisor – K	Machine Shop Shuttle Drive
Game Announcer – K	Machine Shop Staff
Head Referee – C, K	Master of Ceremonies (Emcee) - K
Judge	Pit Administration Supervisor - K
Judge Advisor – K	Referee - C
Lead Robot Inspector – C, K	Robot Inspector - C
Lead Safety Advisor – K	Scorekeeper - K
Lead Safety Glasses Attendant	Volunteer Coordinator - K

K = Key Volunteer Position; C = Certified Volunteer Position (requires training)

Control System Advisor (CSA)

Position Summary - Key Volunteer Position

The *FIRST* Control System Advisor is a volunteer who assists teams with Robot Control System-related issues. Works in collaboration with the *FIRST* Technical Advisor and/or Robot Inspectors, who may direct teams experiencing issues on the field or in the pits to the CSA for assistance. This position requires a high level of technical knowledge and interpersonal skills, and has the ability to affect the quality of the event.

Responsibilities

- Assist teams in correcting Robot Control System issues such as those related to the roboRIO, support boards such as the Pneumatics Control Module, wiring, programming, sensors, driver station, and laptop-roboRIO interface
- Assist teams with obtaining additional support as required
- Be aware of problems that arise and be ready to take steps to quickly diagnose and correct, with the goal of getting teams' robots running and on the field
- Participate in training opportunities offered by *FIRST* and other parties
- Exhibit Gracious Professionalism and honor *FIRST* Core Values

Experience and Skills Needed

- Recent hands-on experience with the FRC Control System and diagnostic tools **required**
- Understanding of basic FRC Control System wiring guidelines and rules
- Proficiency in at least one of the FRC software languages (LabVIEW, C++, or Java)
- FRC Team mentoring experience desired, but individual must be available full time at event as a resource for all teams present
- Strong problem solving skills

- Strong time management and prioritization skills
- Strong interpersonal/communication skills in a high stress environment
- Ability to stand for long periods of time and move about the pit area
- Knowledge of the competition game and robot rules

Time Commitment

- **Commitment:** Minimum three days + Training
- **Approximate times:**

Day	Times
Practice Day (the day before the competition)	8am - End of Day
Day One of the Competition	8am - End of Day
Day Two of the Competition	8am - End of Day

Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.

NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.

Training

Training provided by *FIRST* and other parties. Training will cover diagnostic techniques and common issues for the electrical system and each software language, but will not cover system, wiring or programming basics.

Reporting Relationships and Supervision

Supervision: *FIRST* Technical Advisor (FTA) provides support and advice during the event

*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

Field Supervisor

Position Summary – Key Volunteer Position

Field Supervisor is a Key volunteer position who supervises field assembly and disassembly in collaboration with the FTA. This is a critical role in the competition as you direct activity on the field to ensure smooth execution of the matches, maintain the pace of the event and smooth flow of match play. Work in collaboration with the *FIRST* Technical Advisor.

FIRST will provide pre-event training for this position.

Responsibilities

- Participate in training opportunities offered by *FIRST*
- Supervise field construction in collaboration with the *FIRST* Technical Advisor
- Direct field reset process
- Facilitate adherence to match timing
- Monitor placement of robots on field
- Promote and monitor the safety of volunteers and team members

- Collaborate with Game Announcer, Emcee and Event Manager to monitor and set/adjust game pace
- Conduct volunteer training for and supervise Field Assembly/Disassembly and Field Repair/Reset volunteers at event
- Sign IN/OUT two-way radio and headset from event management office, return it to office at end of day
- Wear a two-way communication radio and headset to keep apprised of event information and issues
- Exercise decision-making authority in collaboration with the Lead Robot Inspector in cases of dispute
- Direct Alliance selection process with the Master of Ceremonies
- Attend daily breakfast meeting conducted by Event Manager
- Exhibit Gracious Professionalism and honor *FIRST* Core Values

Experience and Skills Needed

- *FIRST* experience required; team experience ideal
- Knowledge of the competition game and rules
- Construction experience helpful
- General knowledge of robot construction
- Strong leadership skills
- Strong interpersonal/communication skills
- Ability to stand for long periods of time and move about playing field

Time Commitment

- **Commitment:** Minimum four days + Training
- **Approximate times:**

Day	Times
Set-up Day (two days before competition)	12 noon – End of Day
Practice Day (the day before the competition)	7am – End of Day
Day One of the Competition	7am – End of Day
Day Two of the Competition	7am – End of Day

Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator for detailed information on when you are expected to arrive.

NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.

Training

Provided by *FIRST* headquarters prior to start of competition season. May include: live and/or recorded web conferences, teleconference(s), manual and other support materials, email communications and one-on-one support. First-year volunteer may serve in an apprentice role, working with a veteran Field Supervisor.

Reporting Relationships and Supervision

Direct supervision: *FIRST* Technical Advisor provides support and advice during the event

*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

Game Announcer

Position Summary - Key Volunteer Position

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. Announce play-by-play commentary for each match. 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.

Position Overview

- High profile position, audible presence at competition
- Significant level of responsibility
- Community exposure
- Opportunity to utilize and further develop public speaking skills

Responsibilities

- Attend Volunteer Meeting
- Participate in training opportunities offered by *FIRST*
- Seek and announce unique information specific to individual teams
- Day One and Day Two of Competition - Consult with Master of Ceremonies
- Practice Day - observe practice matches and become familiar with the game and teams. No Announcing.

Experience and Skills Needed

- *FIRST* experience strongly preferred
- Public speaking experience highly preferred; TV/radio/acting experience ideal
- Comfortable using a microphone and addressing a large crowd; vocally energetic
- Observant, creative, focused quick thinking, have stamina
- Ability to develop commentary as matches occur
- Ability to collaborate with others
- Strong organizational skills
- Thorough knowledge of the game

Time Commitment

- **Commitment:** Participation in pre-event training offered by *FIRST*
- **Approximate times:**

Day	Times
Practice Day (the day before the competition)	12pm – End of Day
Day One of the Competition	8am – End of Day
Day Two of the Competition	8am – End of Day

Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.

NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.

Training

Provided by *FIRST* headquarters prior to start of competition season. May include: live and/or recorded web conferences, teleconference(s), manual and other support materials, email communications and one-on-one support. First-year volunteer may serve in an apprentice role, working with a veteran Game Announcer.

FIRST Headquarters, Blair Hundertmark, will provide pre-event training for this position.

Reporting Relationships and Supervision

Direct supervision: Event Manager and Volunteer Coordinator

*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

Head Referee

Position Summary – Certified, Key Volunteer Position

The Head Referee is responsible for training, directing, and supervising all Referees and Official Scorers. In collaboration with the Field Tech Advisor (FTA), oversees all scoring processes and procedures. Has final authority for decisions regarding team scores. Plays a critical role in ensuring smooth flow of match play, facilitating a positive and fair environment for all competitors, and maintaining the pace of the event.

***Must sign a Volunteer Conflict of Interest and Disclosure Form prior to start of service**

Position Overview

- Leadership position, significant level of responsibility
- High visibility role
- Ability to work and interact with volunteers, team members and students, contracted and *FIRST* staff in a positive way, displaying Gracious Professionalism even when in stressful situations
- Ability to contribute to the successful execution of the competition; impact quality of event
- Positioned on perimeter of the playing field; fast-paced action
- Physically active role, not sedentary

Responsibilities

- Facilitate a positive and fair competition environment for all participants
- Monitor and promote safe practices on and around the playing field; wear safety glasses during the matches
- Conduct referee training; attendance at Volunteer Meeting is strongly encouraged
- Supervise Referees and Official Scorers
- Observe matches, "call" and announce rule infractions
- Lead score deliberations if necessary and make final decisions regarding match scores or contested penalties

- Provide match scores, as necessary, to the Scorekeeper
- Participate in deliberations with the FTA, Field Supervisor, and Lead Robot Inspector regarding robot-related issues
- Work closely with the FTA, Field Supervisor, and Scorekeeper to ensure matches proceed smoothly and matches are on schedule
- Secure and distributes referee supplies
- Attend Head Referee trainings at Headquarters and by teleconference
- Exhibit Gracious Professionalism and honor *FIRST* Core Values

Experience and Skills Needed

- **Two (2) prior years'** *FIRST* referee experience required (exceptions may be approved by *FIRST* HQ)
- Demonstrate diplomacy and authority; be assertive, but tactful
- Thorough knowledge of the competition game and rules of play
- Approachable personality; high energy
- Strong communication, diplomacy skills
- Self-directed individual
- Ability to collaborate with others, work as a member of a team
- Attention to detail
- Ability to move about the field
- Ability to stand for long periods of time
- Strong assessment skills

Time Commitment

- **Commitment:** Pre-event training and certification + Minimum three days at event
- **Approximate times:**

Day	Times
Practice Day (the day before the competition)	7am – End of Day
Day One of the Competition	7am – End of Day
Day Two of the Competition	7am – End of Day

Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.

Training

Provided by *FIRST* headquarters prior to start of competition season. May include: training at *FIRST* Head Quarters, live and/or recorded web conferences, teleconference(s), manual and other support materials, email communications and one-on-one support. First-year volunteer may serve in an apprentice role, working with a veteran Head Referee.

Reporting Relationships and Supervision

On-site guidance: Volunteer Coordinator
Support by *FIRST* Technical Advisor and Chief Referee

Schedule of Activities (may vary for District events)

DAY/SHIFT	ACTIVITIES
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* Volunteers should arrive on site 30-45 minutes prior to start of shift

* Shift times may vary by regional event

*Please Note: some events will not be conducting a Volunteer Orientation and Dinner Training

Wednesday - Evening

- Attend Volunteer Meeting* (optional)
- Conduct Referee training (option to do it on Wednesday)

Thursday

- Participates in driver's meeting
- Observes practice rounds
- Conduct Referee training (If not done on Wednesday evening)

Friday & Saturday

- Prior to start of shift:
- Check-in at Volunteer Registration/Information Table
- Report to FTA
- Perform duties
- Participate in Awards Ceremony (Sat) - OPTIONAL

Judge

Position Summary

Select team award recipients through interaction with teams, review of documentation regarding team background information to familiarize judges with teams, and serve as role models for the students.

***Judges must sign a Conflict of Interest and Disclosure Statement prior to start of service.**

Position Overview

- High profile volunteer position; visible presence
- Recognition of service in Event Program Book
- Community exposure
- Networking opportunities
- Ability to positively impact quality of event
- Opportunity to coach students on career paths
- Official 'Judge' shirt provided

Responsibilities

- Attend pre-event Judge Training Meeting
- Respond and comply to any email requests from the Judge Advisor
- Interview and observe teams in the Pit, on the playing field and other areas
- Review team background literature
- Participate on Judge Panel to decide team/student awards recipients
- Write short awards scripts extolling merits of winning teams
- Announce team awards recipients; assist with award presentations to teams
- *Attend pre-event general volunteer orientation, if applicable

Experience and Skills Needed

- *FIRST* experience not required
- Strong assessment skills
- Strong critical thinking skills
- Strong interpersonal/communication skills
- Ability to work as a member of a team
- Interpersonal skills; ability to effectively relate to teenagers and adults
- Knowledge of award criteria and selection process

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- Ability to move about the facility
- Minimum suggested age: 25

Time Commitment

- **Approximate times:**

Day	Times
Practice Day (the day before the competition)	6pm – 8pm
Day One of the Competition	8am – End of Day
Day Two of the Competition	8am – End of Day

Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.

NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.

Training

Training is provided by the Judge Advisor prior to the competition. Typically this training takes place the evening of Practice Day. The Judge Advisor will email the Judge Handbook to all Judges 2-4 weeks prior to the competition.

Reporting Relationships and Supervision

- Direct supervision: Judge Advisor
- Support provided by *FIRST* HQ, if needed

Travel

Volunteers are responsible for their own travel and accommodation expenses and arrangements for attending a *FIRST* event.

*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

Judge Advisor

Position Summary – Key Volunteer Position

Nominated by the Planning Committee and approved by *FIRST* Headquarters

Judge Advisors are responsible for training the Judge Panel pre-event, leading the Judge Panel on-site, facilitating award decisions, clarifying award guidelines and ensuring the overall consistency of the awards process in accordance to *FIRST* policy and guidelines. Judge Advisors do not vote on awards but rather facilitate that process.

Judge Advisors are expected to communicate with their group of Judges prior to their event. This may include email or phone communication starting at least one month before and leading up to the event. Post-event, Judge Advisors will be expected to supply *FIRST* HQ with Judge Evaluation forms.

The Judge Advisor is nominated by the Planning Committee. To be considered for this position, the individual must have a minimum of two years of prior judging experience (exceptions may be granted

on a case-by-case basis by *FIRST* HQ). Once nominated, the individual must be approved through *FIRST*; including the Director of the *FIRST* Robotics Competition and the Chief Judge Advisors. Once approved the candidate will be contacted and assigned by *FIRST* HQ.

Rookie (new) Judge Advisors must attend a Judge Advisor training session held in January, conducted by the Chief Judge Advisors and *FIRST* HQ, prior to serving in the role. Veteran Judge Advisors must attend this training session at least once every two years in order to remain qualified to serve as a Judge Advisor (exceptions may be approved through *FIRST*).

OPTIONAL: Judge Advisors may be asked to recruit, or help recruit Judges. In addition, some Planning Committees may recruit a **Judge Manager**, who will be responsible for Judge recruitment, assignment and communication with the Judges pre-event. Judge Advisors should work with their Planning Committee and Volunteer Coordinator to understand who will be doing the Judge recruiting.

Position Overview

- Opportunity to contribute to the successful execution of the competition
- Direct impact on the quality of the event
- Community exposure
- High profile role
- Interesting and varied responsibilities
- Networking opportunities
- Opportunity to cultivate support for *FIRST* programs
- Pre and Post-Event Time Commitment

Responsibilities

- See Position Summary Above

Experience and Skills Needed

- Minimum of two years as a Judge at the regional and/or championship level (exceptions may be granted by *FIRST* HQ).
- Minimum suggested age: 30
- Understand the *FIRST* mission
- STEM education or experience preferred but not required
- Excellent organizational and communication skills required

Time Commitment

- **Commitment:** Pre-event administrative work starting about one month prior to the event; attendance at the January JA training session; two to three-day commitment on-site at the event; on-site Judge Dinner training (if applicable); and attendance at the Volunteer Orientation (if applicable).
- **Approximate times:**

Day	Times
Practice Day (the day before the competition)	8am – End of Day
Day One of the Competition	8am – End of Day

Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.

NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.

Training

Pre-Event Training by Chief Judge Advisors and *FIRST* HQ, post-training follow-up call and weekly conference calls and email blasts throughout the season.

Reporting Relationships and Supervision

Support by Planning Committee, *FIRST* HQ, Chief Judge Advisors, and Veteran Judge Advisors if desired.

Travel

Volunteers are responsible for their own travel and accommodation expenses and arrangements for attending a *FIRST* event.

*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

Lead Robot Inspector

Position Summary – Certified, Key Volunteer Position

Oversee and perform mandatory robot inspection and weigh-in processes to ensure compliance with robot construction rules. Train, supervise, and direct the Robot Inspectors and Inspection Managers. Make final decisions regarding inspection decision disputes. Provide general technical support for teams by helping to resolve issues with their robots.

***Must sign a Volunteer Conflict of Interest and Disclosure Form prior to start of service**

Position Overview

- Leadership position, significant level of responsibility
- High visibility role
- Opportunity to utilize and further develop leadership, assessment, and mechanical/electrical skills
- Interesting and varied responsibilities
- Networking opportunities
- Physically active role, not sedentary

Responsibilities

- Help recruit Robot Inspectors for your event
- Set up inspection and weigh-in areas
- Perform robot inspections and weigh-ins; ensure process complies with competition schedule
- Complete inspection paperwork

- Lead deliberations with Robot Inspectors regarding inspection decision issues or discrepancies; make final decision (in case of a dispute, collaborate with Field Supervisor)
- Determine need for re-inspections
- Supervise, direct and act as a resource for Robot Inspectors
- Break down inspection and weigh-in areas and pack for transport
- Maintain consistency throughout the inspection process
- Attend LRI training session at least once every two (2) years
- Attend daily breakfast meeting conducted by Event Manager
- Exhibit Gracious Professionalism and honor *FIRST* Core Values

Experience and Skills Needed

- **Two (2) prior years'** *FIRST* Robot Inspection experience required (exceptions may be approved by *FIRST* HQ); prior team robot build experience strongly recommended
- Knowledge of robot inspection and other competition rules
- Mechanical aptitude required
- Ability to follow and enforce electrical wiring diagrams
- Ability to follow and enforce pneumatics diagrams
- Ability to "take charge," be assertive, but tactful
- Strong interpersonal, communication, and leadership skills
- Ability to collaborate with others
- Self-directed individual
- Ability to move about the facility, and stand for long periods of time
- Strong assessment skills
- Ability to work as a member of a team
- Ability to train new inspectors
- Ability to act with Gracious Professionalism at all times
- Pass background check and VIMS review
- Pass Robot Inspector test

Time Commitment

- **Commitment:** Minimum three days + Training
- **Approximate times:**

Day	Times
Practice Day (the day before the competition)	8am – End of Day
Day One of the Competition	8am – End of Day
Day Two of the Competition	8am – End of Day

Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.

NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.

Training

Lead Robot Inspector training is provided by *FIRST* headquarters prior to start of competition season. May include: live and/or recorded web conferences, teleconference(s), manual and other support materials, email communications and one-on-one-site guidance: Volunteer Coordinator.

Existing Lead Robot Inspectors are expected to attend on-site training sessions held at specified training location at least once every two (2) times it is held in order to remain qualified. Any exception requests will be reviewed on a case-by-case basis by *FIRST* HQ. Lead Robot Inspectors will also be required to pass the Robot Inspector test on a yearly basis.

The Lead Robot Inspector is expected to conduct training for robot inspectors and inspection managers for their event.

*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

Lead Safety Advisor

Position Summary - Key Volunteer Position

Underwriter Laboratories (UL) assigns this position for FRC Events.

This individual will work with a team of Safety Advisors 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. The Safety Advisors will also select one team to win the Industrial Safety Award at the conclusion of the event.

Position Overview

- Significant level of responsibility
- Impact the safety and quality of the event; knowledge of safety issues
- High profile position, visible presence at competition
- Physically active role, not sedentary, requires the ability to stand, walk the length of the facility
- Pre-Event Training and Time Commitment
- Safety Advisor shirt provided

Responsibilities

- Train Safety Advisors
- Monitor overall event safety, observe unsafe actions and coach teams in appropriate safe behavior
- Perform ongoing assessment of team behavior towards safety and determine the winner of the Safety Award
- Manage the safety recognition awards aspect of the program
- Attend daily breakfast meeting conducted by Event Manager
- Exhibit Gracious Professionalism and honor *FIRST* Core Values

Experience and Skills Needed

- Thorough knowledge of safety principles required, work related safety background preferred
- Ability to link *FIRST* principles to a safety approach, and move teams to compliance
- Must be ethical and impartial
- Strong interpersonal/communication skills focused on a coaching approach
- Work well with student team members
- *FIRST* experience not required; general knowledge of *FIRST* preferred
- Ability to "take charge"; be assertive
- Ability to collaborate with others, work as a member of a Safety team

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- Ability to move about the facility and stand for long periods
- Detail oriented
- High energy, outgoing personality
- Strong organizational skills
- Work well in a fast-paced environment

Time Commitment

- **Commitment:** Minimum three days + Pre-Event Training provided by UL
- **Approximate times:**

Day	Times
Practice Day (the day before the competition)	7am – End of Day
Day One of the Competition	7am – End of Day
Day Two of the Competition	7am – End of Day

Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.

NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.

Training

Underwriters Laboratories provides training

Reporting Relationships and Supervision

On-site guidance: Volunteer Coordinator

*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

Lead Safety Glasses Attendant

Position Summary - Key Volunteer Position

Oversee Safety Glasses Attendants that are handing out safety glasses during the event in the pit area. Ensure that Safety Glasses Stations are properly supplied and staffed throughout the competition. Responsible for securing the safety glasses supply and filling out all necessary paperwork.

Responsibilities

- Coordinate with Event Manager/Volunteer Coordinator to determine locations for Safety Glasses Station
- Ensure that all Safety Glasses Stations are adequately supplied with safety glasses throughout the day
- Maintain schedule for Safety Glasses Attendants, ensure that the Safety Glasses Stations are staffed throughout the day
- Make sure volunteers have meals/breaks
- Properly secure safety glasses and the end of each day during the competition

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- Complete Safety Glasses Inventory at end of competition

Experience and Skills Needed

- *FIRST* experience not required
- Strong interpersonal and communication skills
- Ability to oversee and manage others
- Ability to collaborate with others, work as a member of a team
- Attention to detail

Time Commitment

- **Commitment:** Minimum three days + Training
- **Approximate times:**

Day	Times
Practice Day (the day before the competition)	8am – End of Day
Day One of the Competition	8am – End of Day
Day Two of the Competition	8am – End of Day

Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.

NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.

Training

Complete **Lead Safety Glasses Advisor Training** prior to arriving.
Attend Volunteer Orientation Dinner and Training*

Reporting Relationships and Supervision

Direct supervision: Volunteer Coordinator

*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

Lead Team Queuer

Position Summary- Key Volunteer Position

Directs and supervises the Team Queuers, determines team traffic flow on and off the field, monitors flow during the competition. Plays a critical role in ensuring smooth flow of match play and maintaining the pace of the event.

Position Overview

- Significant level of responsibility
- High visibility role
- Opportunity to utilize and further develop organizational and interpersonal skills
- Ability to work and interact with teams and volunteers
- Ability to contribute to the success of the competition by maintaining match pace

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- Access to field; some opportunity to observe matches
- Physically active role, not sedentary

Responsibilities

- Attend Volunteer Meeting; train the Team Queueers
- Collaborate on team traffic flow pattern to/from the playing field
- Direct and supervise Team Queueers
- Restrict access to field for unauthorized individuals
- Stage and position teams in preparation for the start of matches
- Maintain uninterrupted flow of teams to the playing field
- Direct teams to player stations, and facilitates team departure from field
- Obtain a two-way radio and headset from event management office, return it to office at end of day
- Wear two-way radio and headset; communicate with the Pit Announcer regarding team competition schedule and timing, working with match schedule
- Attend daily breakfast meeting conducted by Event Manager
- Exhibit Gracious Professionalism and honor *FIRST* Core Values

Experience and Skills Needed

- Team Queuing experience is helpful
- Ability to "take charge"; be assertive, but tactful
- Basic knowledge of the game and match process
- Strong leadership, interpersonal and communication skills
- Ability to collaborate with others, work as a member of a team
- Self-directed individual
- Ability to stand for long periods of time

Time Commitment

- **Commitment:** Minimum three days + Training
- **Approximate times:**

Day	Times
Practice Day (the day before the competition)	7am – End of Day
Day One of the Competition	7am – End of Day
Day Two of the Competition	7am – End of Day

Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.

NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.

Training

Training is provided by *FIRST* headquarters prior to start of competition season. May include: live and/or recorded web conferences, teleconference(s), manual and other support materials, email communications and one-on-one support. *FIRST* Technical Advisor provides advice during the competition.

Reporting Relationship and Supervision

Direct supervision: Event Manager

On-site guidance: Volunteer Coordinator

*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

Machine Shop Shuttle Driver

Position Summary

Transport robots between event venue site and off-site Machine Shop. Communicates with the Pit Administration Supervisor or Machine Shop Coordinator regarding transport requests and status of transport location. Must be 18 years or older and be a licensed driver for a minimum of two years.

NOTE: Not all events require this position. Need for shuttle drivers to be determined by location of machine shop in proximity to event.

Responsibilities:

- Transport robots between event venue site and Machine Shop
- Maintain communication with Pit Administration Supervisor or Machine Shop Coordinator - may be assigned a two-way radio and headset, which must be returned daily to event management (*Note: all volunteers must refrain from using any and all cell phones and/or electronic devices while driving*)
- Driver is typically stationed in the Pit, and must respond to all transport requests from Pit Administration Supervisor or Machine Shop Coordinator
- Driver must transport robots only (no people)
- If using a vehicle rented by the event to transport robot, the Driver must only travel between the event venue and off-site machine shop location

Requirements:

- Must be 18 years or older
- Licensed driver for a minimum of two years
- Must present following to Youth Protection Staff at safetyFIRST@usfirst.org at least two weeks prior to event:
 - Proof of personal insurance (\$100,000 for Bodily Injury/Property Damage (BI/PD) and \$300,000 Combined Single Limit (CSL)- **only if driving personal vehicle**)
 - Valid driver's license number and contact information (in order to screen driving record to ensure they are a safe driver)
 - Must present valid driver's license to Volunteer Coordinator prior to starting shift

NOTE: It is the responsibility of the team to load and unload the robot on/off the vehicle

Experience And Skills Needed:

- Ability to move about the facility
- Ability to sit for long periods of time
- Ability to work and interact with volunteers, team members, contracted and FIRST staff

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- *FIRST* experience not required
- Self-directed individual
- Strong interpersonal and communication skills
- Ability to drive a van

Time Commitment:

- **Commitment:** Minimum one day + Training
- **Approximate times:**

Day	Times
Practice Day (the day before the competition)	8am – End of Day
Day One of the Competition	8am – End of Day
Day Two of the Competition	8am – End of Day

Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.

NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.

Training

Pit Administration Supervisor or Machine Shop Coordinator provides training on-site

Reporting Relationships and Supervision

Direct supervision: Pit Administration Supervisor or Machine Shop Coordinator

On-site guidance: Volunteer Coordinator

*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

Machine Shop Staff

Position Summary

Assist teams with robot repair and modifications. This role requires a significant level of responsibility and provides the opportunity to utilize and further develop coaching skills and mechanical knowledge. This is an active role, not sedentary.

Responsibilities

- Promote and instruct teams on tool safety practices depending on insurance and shop regulations
- Maintain safe work environment

Experience and Skills Needed

- *FIRST* experience not required
- Experienced machinist/welder, or significant machine shop experience
- Strong mechanical/technical skills
- Experience using a variety of machine tools (See list at end of position description)

- Strong interpersonal/communication skills
- Self-directed individual
- Ability to stand for long periods of time and move about the facility
- Ability to work as a member of a volunteer team

The list below includes equipment that is typical of most event Machine Shops, which any volunteer assigned to the Machine Shop Staff Role should be qualified to operate. Please note that additional equipment may be present. Machine Shop Staff will not operate any equipment they are not trained or otherwise qualified to operate.

- Vertical Milling Machine
- Engine Lathes
- Acetylene Torches
- Drill Press
- Band Saw
- Disc Sander
- TIG Welder
- Finger brake
- MAPP Gas Torch
- Portable Band Saw
- Saber saw
- Router or Roto-zip
- Circular saw

Time Commitment

- **Commitment:** Minimum one day + Training
- **Approximate times:**

Day	Times
Practice Day (the day before the competition)	8am – End of Day
Day One of the Competition	8am – End of Day
Day Two of the Competition	8am – End of Day

Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.

NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.

Training

Training is on-site

Reporting Relationships and Supervision

On-site oversight: Volunteer Coordinator

*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

Master of Ceremonies (Emcee)

Position Summary - Key Volunteer Position

The Master of Ceremonies (a.k.a. MC or Emcee) is the individual primarily responsible for setting the tone of the competition. He/she creates and sustains an exciting and fun atmosphere throughout the event; embodies the spirit of *FIRST* and is the consummate *FIRST* ambassador. The MC works as a team with the Game Announcer to produce a well-organized, thrilling event. The MC ensures the smooth flow of match play, and maintains the pace of the event. This is a Key Volunteer Position that significantly impacts the quality of the competition.

****FIRST Headquarters will provide pre-event training for this position. ****

Position Overview

- Opportunity to contribute to the successful execution of the competition; impact the quality of the event
- Community exposure
- High profile position, audible and visible presence at competition
- Opportunity to set the pace of the event; impact overall quality of event
- Opportunity to utilize and further develop public speaking skills
- Physically active role
- Positioned near the playing field, fast-paced action, ability to observe matches
- Pre-Event time commitment
- Significant level of responsibility
- Opportunity to cultivate support for *FIRST* programs

Responsibilities

- Responsible for setting the tone of the competition
- Works as a team with the Game Announcer to produce a well-organized, thrilling event
- Ensures the smooth flow of match play, and maintains the pace of the event
- Participate in pre-event training

Experience and Skills Needed

- First-year volunteer may serve in an apprentice role, working with a veteran MC
- *FIRST* experience strongly preferred
- Ability to "take charge"
- Comfortable using a microphone and addressing a large crowd; vocally energetic
- General knowledge of *FIRST*
- Outgoing personality; high energy; sense of humor, creative, observant, mature
- Public speaking experience highly preferred; TV/radio/acting experience ideal
- Requires thorough knowledge of the game and match process
- Self-directed individual
- Strong interpersonal and communication skills
- Work well in a fast-paced environment
- Collaborates well
- Takes direction well

Time Commitment

- **Commitment:** Minimum three days + Training
- **Approximate times:**

Day	Times
Practice Day (the day before the competition)	12pm – End of Day
Day One of the Competition	8am – End of Day
Day Two of the Competition	8am – End of Day

Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.

NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.

Training

FIRST Headquarters, Blair Hundertmark, will provide pre-event training for this position.

Reporting Relationships and Supervision

Direct supervision: Event Manager and Volunteer Coordinator

*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

Pit Administration Supervisor

Position Summary - Key Volunteer Position

Manages all activities in the Pit, along with Pit area operations including coordination of Pit Administration station, team interface, and collaborates with Emergency Medical Technicians (EMTs).

Position Overview

- Leadership position; significant level of responsibility
- Customer facing, must be friendly and behave in a graciously professional manner at all times
- High visibility role
- Opportunity to utilize and further develop organizational and interpersonal skills
- Interesting and varied responsibilities
- Ability to work and interact with team members and mentors, volunteers and event staff
- Physically active role
- Must be willing to commit to duration of the event and work extended hours

Responsibilities

- Participate in mandatory training offered by FIRST headquarters prior to the event
- Attend Volunteer Meeting and conduct training for Pit Administration Support, Spare Parts Attendant, Machine Shop Shuttle Driver, Pit Announcer, and Team Queuing volunteers

- Set up the Pit Administration station and direct completion of team registration packet assembly prior to start of event
- Prohibit teams and guests from entering Pit prior to scheduled opening time; facilitate on-time departure of teams after Pit closes
- Ensure teams complete and submit required forms; coordinate resolution for teams that do not bring required forms to the event
- Supervise Pit Administration volunteers, including the Pit Announcer
- Answer questions from teams and visitors in the Pit area
- Oversee the distribution of the participation pins
- Primary interface with the EMTs; collaborate with EMTs on preparing Medical and Non-Medical Incident Reports as required
- Obtain, sign in/sign out daily, a two-way radio and headset from event management office
- Wear two-way radio; communicate with event management staff, machine shop drivers and EMTs
- Supervise Pit station break down process/repacking of Pit travel crates during the final award ceremony
- Monitor team load out
- Attend daily breakfast meeting conducted by Event Manager
- Exhibit Gracious Professionalism and honor *FIRST* Core Values

Experience and Skills Needed

- 1-2 years of experience as a *FIRST* Pit volunteer preferred
- Ability to "take charge"; be assertive, but tactful
- General knowledge of facility and event layout
- Strong interpersonal/communication skills
- Strong organizational skills
- Self-directed individual
- Ability to move about the facility
- Ability to stand for long periods of time
- Ability to work as a member of a team
- Must be able to lift at least 25 pounds

Time Commitment

- **Commitment:** Minimum three days + Training
- **Approximate times:**

Day	Times
Set-up Day (two days before competition)	12 noon – End of Day
Practice Day (the day before the competition)	7am – End of Day
Day One of the Competition	7am – End of Day
Day Two of the Competition	7am – End of Day

Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.

NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.

Training

Provided by *FIRST* headquarters prior to start of competition season, may include: live and/or recorded web conferences, teleconference(s), manual and other support materials, email communications and one-on-one support; *FIRST* Headquarters is available by phone to provide guidance during the competition.

Reporting Relationships and Supervision

On-site oversight: Volunteer Coordinator

*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

Referee

Position Summary - This is a certified position

Referees observe team matches, identify rule violations, and "call" them. They participate in deliberations regarding contested calls. Work under the direction of the Head Referee. Play a critical role in ensuring a positive, fair environment with a smooth flow of match play, and maintaining the pace of the event. This role is a physically active role positioned on the perimeter of the playing field.

***Must sign a Volunteer Conflict of Interest and Disclosure Form prior to start of service**

Responsibilities

- Contribute to a positive and fair competition environment for all participants
- Display Gracious Professionalism at all times, even in stressful situations
- Monitor/promote safe practices on and around the playing field; wear safety glasses during the matches
- Observe matches, "call" rule infractions; determine penalties
- Participate in deliberations regarding contested calls as needed
- Participate in discussions with Head Referee and other referees to determine official penalty or scoring rulings
- Participate in deliberations with the Head Referee regarding robot-related issues

Experience and Skills Needed

- Ability to "take charge"; be assertive, but tactful
- Thorough knowledge of the competition game and rules of play (must pass certification test)
- Work and interact with volunteers, team members and students, contracted and *FIRST* staff
- Approachable personality; high energy
- Strong communication, diplomacy skills
- Ability to collaborate with others, work as a member of a team
- Attention to detail
- Ability to move about the field
- Ability to stand for long periods of time
- Strong assessment skills

Time Commitment

- **Commitment:** Pre-event training and certification + Minimum three days at event
- **Approximate times:**

Day

Times

Practice Day (the day before the competition)	8am – End of Day
Day One of the Competition	8am – End of Day
Day Two of the Competition	8am – End of Day

Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.

NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.

Training

Pre-event certification provided by *FIRST* Headquarters prior to start of competition season. Head Referee conducts training during a teleconference approximately one week in advance of the event and at the Volunteer Orientation and Training on Wednesday* or Thursday evening and provides guidance during the competition.

Reporting Relationships and Supervision

Direct supervision: Head Referee

On-site guidance: Volunteer Coordinator

*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

Robot Inspector

Position Summary - This is a certified position

Perform mandatory robot inspections and weigh-ins to ensure compliance with robot construction rules. Determine inspection outcome decisions (pass/fail). May perform random inspections. Work under the direction of the Lead Robot Inspector. Provide general technical support for teams by helping to resolve issues with their robots. This is a physically active role.

Must sign a Conflict of Interest and Disclosure Form prior to start of service

Responsibilities

- Perform robot inspections and weigh-ins
- Complete inspection paperwork
- Participate in deliberations regarding inspection decision issues
- Assist with breakdown of robot inspection/weigh-in areas

Experience and Skills Needed

- *FIRST* experience not required; team experience preferred
- Mechanical aptitude required
- Ability to follow and enforce electrical wiring diagrams
- Ability to follow and enforce pneumatics diagrams
- Strong interpersonal/communication skills
- Ability to collaborate with others
- Ability to move about the facility

- Ability to stand for long periods of time
- Strong assessment skills
- Ability to work as a member of a team
- Pass Robot Inspector test

Time Commitment

- **Commitment:** Minimum two days + Training
- **Approximate times:**

Day	Times
Practice Day (the day before the competition)	8am – End of Day
Day One of the Competition	8am – End of Day
Day Two of the Competition	8am – End of Day

Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.

NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.

Training

Lead Robot Inspector conducts training onsite and provides guidance during the competition.

Reporting Relationships and Supervision

Direct supervision: Lead Robot Inspector

On-site guidance: Volunteer Coordinator

*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

Scorekeeper

Position Summary - Key Volunteer Position

Manages and operates the Field Management System (FMS) software for scoring and field control of FRC matches. Communicates scores. Play a critical role in ensuring smooth flow of match play and maintaining the pace of the event.

Responsibilities

- Primary operator of the Field Management System software
- Work with the FTA to test the playing field and confirm correct operation of field electronics
- Communicate with Game Announcer, MC, and A/V staff to post scores at the end of each match
- Enter alliance team pairings and award winners into FMS
- Print match lists to be distributed to Lead Queuer, Pit Administration Supervisor, etc.
- Post-match results and award winners to *FIRST* website
- If time permits, assist with assembly and disassembly of Field Management System and playing field
- Exhibit Gracious Professionalism and honor *FIRST* Core Values

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Experience and Skills Needed

- *FIRST* experience is desired but not required
- Ability to collaborate with others, work as a member of a team
- Detail oriented and procedural.
- Concise communication skills
- Working knowledge of the competition game and Tournament rules
- Competent computer skills; working experience with Microsoft Word and Excel.
- Self-directed individual
- Ability to sit for long periods of time
- Strong assessment skills

Time Commitment

- **Commitment:** Minimum three days + Training
- **Approximate times:**

Day	Times
Practice Day (the day before the competition)	8am – End of Day
Day One of the Competition	8am – End of Day
Day Two of the Competition	8am – End of Day

Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.

NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.

Training

Provided by *FIRST* headquarters prior to start of competition season. Includes: live and/or recorded web conferences, teleconference(s), manual and other support materials, email communications, discussion forums, and one-on-one support. First-year volunteer may serve in an apprentice role, working with a veteran Scorekeeper. *FIRST* Technical Advisor (FTA) provides guidance during the competition

Reporting Relationships and Supervision

Direct supervision: *FIRST* Technical Advisor

On-site guidance: *FIRST* Technical Advisor and Volunteer Coordinator

*Please Note: some events will conduct a pre-event evening Volunteer Orientation and Training.

Volunteer Coordinator

Position Summary - Key Volunteer Position Assigned by *FIRST* Headquarters

This individual is responsible for recruiting, assigning, and managing volunteers at their assigned *FIRST* event.

Position Overview

- Leadership volunteer position, significant level of responsibility
- High visibility role
- Serve as a role model for other volunteers by adhering to *FIRST* standards and following *FIRST* direction
- Interesting and varied responsibilities
- Physically active role, not sedentary
- The Volunteer Coordinator position is nominated by the Regional Director or Planning Committee. Once the information is received by the Volunteer Resources Department, the Volunteer Coordinator will be assigned and contacted by *FIRST* Headquarters.

Responsibilities

- Participate in all required Volunteer Coordinator training provided by *FIRST* HQ, including conference calls and webinars.
- Attend Planning Committee Meetings as applicable.
- Read and review all written material, including Volunteer Coordinator Manual and files posted on www.box.com account.
- Recruit volunteers to assist in preparation for and execution of the event by the deadline set by *FIRST*.
- Track and assist all volunteers with completing their information, and applying to the event, in the *FIRST* Volunteer Information and Matching System (VIMS).
- Assign all volunteers in the *FIRST* Volunteer Management System (VMS) by the deadline set by *FIRST*.
- Track and ensure all volunteers have passed screening prior to assignment in the VMS. Work with *FIRST* Youth Protection Program on any screening issues or questions.
- Ensure all Key Volunteers have completed their training and certification as applicable prior to the deadline set by *FIRST*.
- Communicate with volunteers pre-event, during the event and after (as applicable).
- Create and distribute Volunteer Orientation material (PowerPoint, webinar, email blast) to all volunteers prior to the event.
- Order volunteer apparel and material through *FIRST* volunteer ordering site by the deadline set by *FIRST*.
- Communicate with *FIRST* HQ promptly about any volunteer staffing concerns or issues.
- Supervise volunteer performance and report any issues or concerns to *FIRST* or the Planning Committee (as appropriate).
- Resolve unexpected issues with professionalism, graciousness and tact.
- Maintain confidentiality of volunteer personal information in compliance with the *FIRST* Privacy Policy and User Agreement
- Exhibit and ensure that Gracious Professionalism® and Coopertition® is understood and demonstrated by all event volunteers.
- Attend daily breakfast meeting conducted by Event Manager

Travel

- Must be willing to travel to attend the *FIRST* Robotics Competition event. Travel expenses are not paid by *FIRST*.

Experience and Skills Needed

- Prior experience as a *FIRST* volunteer is preferred, but not necessary
- Understand and be able to publically present the *FIRST* mission
- Strong interpersonal and communication skills (written and oral)
- An understanding of office and internet technology, and the ability to utilize them
- Ability to manage and supervise others
- Ability to collaborate with others; work as a member of a team
- Attention to detail

Time Commitment

Pre-event preparation; two to three-day on-site commitment; on-site volunteer orientation meeting (if applicable)*

September through December: Approximately 10 hours per week

January and February: Approximately 15 hours per week

March and April: Up to 20 hours per week

Event Approximate times:

Day	Times
Set-up Day (two days before competition)	12 noon – End of Day
Practice Day (the day before the competition)	7am – End of Day
Day One of the Competition	7am – End of Day
Day Two of the Competition	7am – End of Day

Note 1: Event schedules vary. Please check the event schedule and talk to your Volunteer Coordinator, for detailed information on when you are expected to arrive.

NOTE: Volunteers should arrive on site 15-20 minutes prior to start of every shift in order to allow time to check in at the Volunteer Registration desk.

Training

Training will be provided throughout the season from *FIRST* HQ. Training will be provided via conference calls, email blasts, webinars, and written material. Also, a “Veteran VC Mentor Program” will be available to Rookie (new) Volunteer Coordinators.

Reporting Relationships and Supervision

Volunteer Coordinators will report directly to *FIRST* HQ and their Regional Director or Planning Committee. Support will be provided by *FIRST* HQ, the Regional Director and the Planning Committee.

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