Load-In/Out Crew Best Practices

Load-In/Out Crew volunteers are not moving teams' materials but instead are directing teams on the process to follow to load-in and out of the venue. Events all have their own specific routines for Team Load-In/Out. Please check with your event Volunteer Coordinator and/or Event Manager for the details for your event. This document covers a few helpful points that may supplement the role description.

Notes:

- Some reflective vests are provided for the Load-In/Out Crew. Ask your Volunteer Coordinator (VC) if you are not sure where they are.
    - This is especially important for volunteers working outside
- Arrive early and walk through the Load-In plan with Event Manager to help determine best placements for all volunteers both inside and outside the venue. Ensure that you understand the flow and are prepared to communicate it to other volunteers and teams. Event Managers will have access to "Team Load In" signs and two-way radios if needed.
- At a typical District qualifier, events have pits open and load-in marked at the same time on the public agenda. At most District Championships and most Regionals, there are typically load-in periods without pits being opened.
- If an event does not have designated Load-in period on its Public Agenda, the designated Load-in begins when pits open and ends when opening ceremonies start.
    - There are no rules that explicitly restrict items that may be brought into the venue during the designated Load-In period. During Load-In, teams are not limited to a single trip and are encouraged to be as efficient and safe as possible.
- Load In/Out Attendants are *optionally* asked to complete the Gracious Volunteer – Event Volunteer Training to prepare for the role as it involves customer service responsibilities.

Load-In Procedure:

- Ensure the loading dock is cleared of parked cars and that the *FIRST* truck, audio-visual and decorator trucks are cleared if applicable
- Expect vehicles to line up at the door or loading dock of the venue well in advance of the designated Load-In period
- Up to 6 team members may enter a venue during Load-In
    - At least one must be an adult
- If the pits are not open yet, load-In members are not allowed to work on their robot or robot elements before the official pit opening. Once they have brought all items in, they should leave. You may ask members to leave the venue or sit in the stands until the official pit opening. The exceptions are (please consult your Local Partner to confirm):
    - some events may allow teams to set up their Pit early,
    - some events may allow robot and bumper weighing prior to pits opening, and
    - District Championships may allow inspection during load-in which will be announced in the public schedule.
- Some events allow pit set up during load in – check with Pit Admin, Volunteer Coordinator, or Event Manager if you are unsure
- A driver must stay with the vehicle at all times, and vehicles are not allowed to stay on loading docks.
    - Have directions handy for accessible parking as well as oversized vehicle parking once a vehicle has been unloaded.

- Occasionally there is only one adult with the students, and they will abandon the vehicle to enter the pit with the robot. Have teams unload items into a pile, then park the vehicle. All can then enter the pit without blocking traffic.
- Safety glasses are required in the pits. The only exception is for teams in their first 10 minutes of their load-in, and for the first 10 minutes pits are open each day of the event. As soon as work begins on the ROBOT or the pit is being setup, safety glasses must be worn.
- If a team's robot arrives in a crate, it can be uncrated, and the crate stowed (away from the pit) until Load-Out.
- Some teams are unable to Load-In on Load In Day, requiring a special plan for teams that arrive the morning of the competition with their robot

Load-Out Procedure:

- Check with event manager to ensure that any roll up doors are open, and path is clear prior to any teams loading out.
- Teams may begin to Load-Out as soon as they are eliminated from competition
- While Load-In can be staggered over the course of a few hours the night before a competition, Load-Out begins when teams are eliminated from competition
- There can be large waves during which multiple teams are ready to Load-Out all at the same time. Please coordinate load-out logistics with the event manager.