

# 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. 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 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.
- 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

## 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 **Five** team members may enter a venue during Load-In
  - At least one must be an adult
- Load-In members are not allowed to work on their robot or robot elements before official pit open. You may ask them to leave venue or sit in the stands until official pit open.
- 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 vehicle to enter the pit with the robot. Have teams unload items into a pile, then park vehicle. All can then enter the pit without blocking traffic.
- Team members may **ONLY** enter the pits with safety glasses covering their eyes
- 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 events allow pit set up during load in – check with Pit Admin if you are unsure
- Some teams are unable to Load-In on Day 1, 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