

# Field Supervisor Manual

Revision History		
Revision	Date	Description
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## Overview

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**Roles Covered:** Field Supervisor

### Job Description

The Field Supervisor is an integral part of any *FIRST* Tech Challenge event, as they help manage the flow and pace of the event. The Field Supervisor takes part in field set-up and maintenance and directs activity on the field to ensure smooth execution of the matches. The Field Supervisor works closely and collaboratively with the Head Referee, *FIRST* Technical Advisor, Emcees, Game Announcers, etc.

Anyone with good people and organizational skills can serve as a Field Supervisor. However, a well-rounded Field Supervisor will have the following qualities:

- The Field Supervisor should be someone with high energy. They will do a lot of walking around the competition area, conversing with teams and volunteers, and helping with event load-in and load-out.
- An experienced leader that can lead volunteers of all ages.
- An empathetic and patient person to work with still-maturing youth or a disgruntled mentor to explain an issue, and work with them to solve the problem during what can be an exasperating time; and
- A cheerleader for teams and fellow volunteers.

Requirements	
Technical	Medium
Physical	High
Administrative	High
Communication	High
Pre-event Training	High

### Time Commitment

A Field Supervisor should expect to spend 10-12 hours at a full day event and 5-6 hours at a league meet. Approximately 6-10 hours of pre-event training and planning is required.

### Attire

- Comfortable closed-toe, closed-heel shoes, much of the day will involve standing and walking.
- ANSI Z87.1 certified safety glasses are required in the pit and competition areas.
- As one of the event leaders, comfortable professional wear is encouraged.

### Training and Certification

Volunteers must create an account on [www.firstinspires.org](http://www.firstinspires.org) and apply to the role. If you apply to an event role requiring training and certification, the 'Roles Missing Certification' section will appear on your Volunteer Dashboard. Click on 'Review Outstanding Tasks', then click the 'Resolve' button. This will take you directly to the training site. Alternately, you may also click on the 'Trainings/Certification' button on the top right of the screen. If you have applied for a role but have not received access to the training, please email [FTCTrainingSupport@firstinspires.org](mailto:FTCTrainingSupport@firstinspires.org). A separate confirmation of the role assignment will come later.

Field Supervisors are required to complete the *FIRST* Data Protection and Privacy Training for volunteers, which is accessible through the [Volunteer Dashboard](#). This training provides information about how to properly handle personally identifiable information that may be received at events.

Field Supervisors should speak to the Event Director or Program Delivery Partner to find out what additional requirements, such as meetings before the event or run-throughs of the space before the event are required.

All Volunteers are expected to read and comply with the [Volunteer Handbook](#).

## Roles and Responsibilities

**FIRST is fun for all.** The most important role of a volunteer is to provide a safe, fun and welcoming environment to all *FIRST* participants. When executing the duties of your role, always make decisions with the team experience in mind. Ask for help from event leadership if you feel your required duties conflict with the best team experience.

### Field Supervisor

The Field Supervisor is responsible for all activities in and around the robot playing fields, including:

- Competition playing field set-up and tear down.
- Keeping the robot matches on schedule.
- Ensuring the playing field is set up for each match.
- Repairing playing field game elements.
- Managing a safe environment, including:
  - Everyone is wearing safety glasses;
  - No running;
  - Robots are operating safely; and
  - Cables remain taped down.
- The flow of activity in and around the robot playing fields. This includes Referees, Scorekeepers, Field Reset, Queuers, teams, Game Announcers, etc.
- Ensuring that volunteers have the resources they need and receive breaks.

The Field Supervisor role is comparable to the conductor of a symphony orchestra. They are responsible for directing the flow of activities of groups of volunteers. Each group performs a specialized task in coordination with other groups, and one group's misstep will disrupt the rhythm of the entire competition. The goal for the competition area volunteers is to stay within +/- one match of the published match schedule. If the matches run +/- two matches, it is time to look for ways to speed up or slow down matches so the tournament returns to a rhythm of +/- one match.

### Prerequisites for Field Supervisor

To serve as a Field Supervisor:

- Previous experience as a *FIRST* technical advisor and/or referee is required
- 21 years of age or older

## Before the Event

FIRST Tech Challenge events squeeze a lot of activity into one day. One of the keys to running a smooth and successful event is for teams and volunteers to show up prepared. Teams spend countless hours preparing for competition day and we ask our volunteers to prepare for the competition as well.

### Pre-Event Training

It is important before the event that the Field Supervisor reviews this manual. While Field Supervisors are key volunteers and are not required to pass a FIRST certification test to fill this role at an event, they must have certain knowledge and skills to be successful.

The Field Supervisor plays a key role in insuring that robot matches run smoothly and completing the tasks on the following checklist will help assure a fun and successful tournament day.

Requirement	Resource
Required	The Field Supervisor Manual (this document)
Required	<a href="#">Competition Manual</a> , specifically: <ul style="list-style-type: none"> <li>• <a href="#">Section 5 Event Rules</a></li> <li>• <a href="#">Section 8 Game Overview</a></li> <li>• <a href="#">Section 9 ARENA</a></li> <li>• <a href="#">Section 10 Game Details</a></li> <li>• <a href="#">Section 11 Game Rules</a></li> <li>• <a href="#">Section 13 – Tournament</a></li> <li>• <a href="#">Section 14 League Play Tournaments</a> (if applicable)</li> </ul>
Required	<a href="#">Field Assembly and Setup Guide</a>
Encouraged	<a href="#">Scorekeeper Guide</a> (you may need to help with set-up)
Encouraged	watch the <a href="#">game animation video</a> for a general understanding of the game

### Event Setup

Event set-up often occurs the day before the competition. Setting up the arena and testing the electronics should take two to three hours for a single field tournament and three to four hours for a two-field tournament. The Field Supervisor is responsible for setting up the arena as specified in the site plan, including:

- The playing field(s)
- Scorekeeper's table
- Queuing tables
- Crowd control stations (if applicable)
- Oversee the installation of the sound, video, and lighting systems

The Field Supervisor will work with the FIRST Technical Advisor and a team of volunteers to set up and test the competition field(s) and the practice field(s).

### Test Arena Elements

Field construction should start before the first event of the season. The Field Supervisor is responsible for verifying that the fields are set up properly. Initial playing field verification should be done one week or more prior to competition day. This allows for a quality check prior to the actual event, in case field components are damaged, or there are missing parts. Having a field build run through at least one

week prior provides an opportunity to find alternative fields (i.e. borrow from a local team) or order new fields/replacement parts. Set-up should take approximately one hour per field depending on the complexity of the game elements; this time will get shorter with experience.

## Field Repair

Tools, spare parts, and repair materials should be on-hand should the playing field or field elements become damaged. Check with the Event Director or Program Delivery Partner to make sure the appropriate tools will be available at the event, or if it is the responsibility of the Field Supervisor to bring tools. Spare parts are game-dependent and will vary from year to year. A Field Supervisor's tool kit should generally contain:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Flashlight            | <input type="checkbox"/> Pliers                                | <input type="checkbox"/> Cordless drill                  |
| <input type="checkbox"/> Tape measure          | <input type="checkbox"/> Diagonal cutting pliers               | <input type="checkbox"/> All-purpose drill bit set       |
| <input type="checkbox"/> Multi-meter           | <input type="checkbox"/> Utility knife                         | <input type="checkbox"/> Safety glasses or side shields  |
| <input type="checkbox"/> Hex key set (English) | <input type="checkbox"/> Gaffer's tape                         | <input type="checkbox"/> Rubber bands                    |
| <input type="checkbox"/> Adjustable wrench     | <input type="checkbox"/> Duct tape                             | <input type="checkbox"/> Scissors                        |
| <input type="checkbox"/> Phillips screwdriver  | <input type="checkbox"/> Cable ties (zip ties) – various sizes | <input type="checkbox"/> 5/32 hex drill bit              |
| <input type="checkbox"/> Slotted screwdriver   | <input type="checkbox"/> Assortment of fasteners               | <input type="checkbox"/> Phillips and slotted drill bits |

## Event Day

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### Report Time

The Event Director or Volunteer Coordinator will confirm the time you should arrive typically via email the week before the event. In most cases the Field Supervisor should arrive immediately when the doors open and volunteer check-in begins.

When you arrive onsite check-in with the Event Director or Program Delivery Partner.

### Set-up

After checking in, the Field Supervisor should head directly to the arena. The Field Supervisor should do a final check for the following to ensure the arena is ready for volunteers and teams:

- Check for any safety hazards (make sure cables are taped down, queuing pathways are clear)
- Check the fields to make sure:
  - Field elements are set up correctly and to the proper specs
  - Field tape lines are correctly placed and not peeling
  - The field(s) are set up to start the first match of the day

### Meet with Event Volunteers

The Field Supervisor should know the crew they are working with for the day. Introduce yourself, and check in with the following volunteers:

- *FIRST* Technical Advisor (FTA)
  - Confirm the inspectors have all the necessary equipment (tablets) needed to complete inspections.
- Lead Scorekeeper
  - Confirm the scoring system has been tested and that all teams, sponsors, etc. have been entered.
  - Confirm displays (audience, pit, field) have been tested and are working as expected.

- Get match schedule printouts for other lead volunteers.
- Head Ref/Referee Crew
  - Make sure field assignments are understood and communicated.
  - Provide copies of the match schedule
- Audio Crew
  - Confirm sound system is set up and do a sound check if necessary.
- Video Crew
  - In collaboration with the Lead Scorekeeper, make sure any video overlays are properly displaying.
- Lead Queuer
  - Review queuing paths.
  - Discuss any contingency/communication plans if matches are running ahead or behind schedule.
  - Provide copies of the match schedule

### Field Supervisor and FTA Interaction

The Field Supervisor and *FIRST* Technical Advisor (FTA) work together to keep the areas in and around the robot playing fields running smoothly. The FTA concentrates on the technical issues (robots, field control system, scoring software, etc.) and the Field Supervisor is responsible for operational activities (team queuing, playing field reset, etc.). While some smaller events combine the FTA and Field Supervisor responsibilities, having separate volunteers for each role will keep the workload manageable for each volunteer and is recommended by *FIRST*.

### Field Supervisor Primary Focus

The Field Supervisor is a supervisor and observer of the entire competition area to ensure the flow of activity is going well. The Field Supervisor does not perform the detailed actions of any of the volunteer roles that they supervise. They need to ensure that Referee deliberations, while important, are also brief, and that Game Announcers keep the matches moving along at an appropriate pace.

Activities of the Field Supervisor include:

- Ensure the event stays on schedule.
  - Referees are working quickly and efficiently;
  - Field reset quickly and accurately reset the field;
  - Game announcers and Emcees keep the event moving forward; and
  - Queuers deliver teams to the field on time.
- Check in with volunteers to make sure they take breaks and are hydrated.
- Verify the environment is kept clean and safe.
- Contribute to the sense of fun for the event.

## Team Interaction and Support

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When interacting with teams please always consider the team's perspective. The teams have put significant time and effort into preparing for this event and may be feeling very stressed about everything working out as they have planned. **Today is a very big deal for the team and we are here to help!**

While it's our job to help guide the teams to a successful event, it's their responsibility to follow the rules and be on time for judging and matches.

If you feel there is an issue with an individual or individuals from a team that warrants specific intervention beyond just a kind reminder, please ensure the correct stakeholders for the team are aware. Here is a generally acceptable process when working with a student or team who you need to change their behavior:

The ABCs of Managing Team Behaviors	
<b><u>A</u>sk for an Adult</b>	Do not directly reprimand a student one-on-one without an adult from their team present. Ask the student to bring an adult who is responsible for the team to meet you, before moving forward with any discussion about the concerns at hand.
<b><u>B</u>e aware of the Environment</b>	Is the environment conducive for the feedback you are about to give? Is it loud in the area where you are? Are there other teams around that may hear the reprimand? Moving the conversation to a quieter, more private space as needed can be helpful.
<b>(Offer a) <u>C</u>lear Explanation</b>	Explain the concern to the team and offer clear examples of the behavior that is concerning.
<b><u>D</u>iscuss any Questions</b>	Offer the opportunity for students and adults to ask clarifying questions
<b><u>E</u>xplain Next Steps</b>	Outline with the students and adults what the next steps are if the issue is not corrected. Certain behaviors may include the risk of yellow cards

**Note:** the only person at an event who can give an official warning or issue a yellow/red card is the head referee. Please refer these more severe issues to the head referee and notify the Program Delivery Partner.

Be cautious about passing on any negative feedback about any teams directly to the Judges or Judge Advisor (JA), because it's not possible to know all the contributing factors around such a complaint or observation. If there are issues which are repeated or egregious follow the [Non-Medical Incident Reporting](#) process and inform the Program Delivery Partner. The judge advisor may seek feedback from the Event Director to determine if there is any relevant information to provide the judges for their evaluation process.

Teams may only be completely disqualified from awards consideration for very rare egregious actions and only with approval from FIRST HQ. The Event Director and/or JA should call the on-call number to discuss the issue.

## Emergencies

The Program Delivery Partner, Event Director and the event site host organization are responsible for having safety and security plans in place for each event. Included in the plan should be topics such as:

- A map of all the emergency exits
- Knowledge of where on-site medical support is located
- Shelter in place plans in the case of severe weather



- Evacuation plans

Teams should have their own safety plans before attending the event. *FIRST* provides a few resources to help teams plan including:

- [Team Member Safety at Events](#)
- [Preparing to Safely Attend a \*FIRST\* Event](#)

Two important links to have handy are the issue reporting link and Youth Protection Policy pages:

#### Report a Concern



[www.firstinspires.org/report](http://www.firstinspires.org/report)

#### Youth Protection Policy



[www.firstinspires.org/yp](http://www.firstinspires.org/yp)

### Lost Children

*FIRST* Tech Challenge events can be very hectic, and it can be easy for a child to get lost amongst the shuffle of a busy event. Ensure you have a plan prior to the event in the instance of a lost child.

In some cases, the team roster will list Coach phone numbers which can be used to reunite team members, in some regions they collect “Day-of” cell phone numbers from each team at check in. Coordinate your plan with your Program Delivery Partner.

Code Adam Guidelines ([www.missingkids.com/CodeAdam](http://www.missingkids.com/CodeAdam)) are also a great resource.

### Medical Incident Reporting

Event volunteers are not responsible for diagnosing students, handing out medication, or first aid equipment. You and other event volunteers should refer medical issues and emergencies to a medical professional on site, such as an EMT. If an incident or illness occurs at an event, the Event Director, Pit Administrator, or another trained delegate should do the following:

- Call 911 if there is any question that the injured person/persons require medical attention.
- Respond to the scene immediately. Bring a clipboard, pen, or a tablet to complete the incident report on the [FIRST Reporting Portal](#).
- Complete the incident report for the injured party.

The Event Director or pit administration volunteers are responsible for completing incident reports. The incident reporting person should follow the best practices for incident reporting:

Best Practices for Incident Reporting	
<b>Be Calm</b>	Anyone handling incident reporting should have a calm demeanor. They should be able to collect information and talk to witnesses without assessing fault

<b>Be Concise</b>	In all conversations with the injured, witnesses, spectators, and/or media always say "the incident is being investigated" without any further comment. It is not the job of the report collector to provide any opinions on the situation at hand.
<b>Be Risk Conscious</b>	Do not imply liability or any payment, as no one knows for sure until all the facts are collected.
<b>Be Prepared</b>	Those taking in incident reports should be able to communicate with the insurance company if necessary. They should also be aware of who they need to share incidents with, including the local Program Delivery Organization or the Event Director.

Although most incidents will not result in a claim, it is better to act 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.

### Non-Medical Incident Reporting

Issues that are non-medical but are of a concern to a participant/participants should be reported. Anything that happens during an event that made a volunteer, team member or spectator feel uncomfortable or threatened should be addressed.

As appropriate and if you feel safe doing to, speak directly to the offending party and try to quickly and calmly defuse the immediate issue. Call the Event Director and/or the Program Delivery Partner and inform them of the issue and seek assistance as needed with any immediate remediation of the issue.

Ensure all issues are reported in a timely manner using the [FIRST Reporting Portal](#). Have the participants select the correct category for their report:

- **Youth Protection Concern:** encompasses a wide variety of one-time or ongoing issues such as suspected abuse, bullying, harassment, discrimination, questionable behavior, or violation to the FIRST Code of Conduct. Must involve a youth participate otherwise use the 'other' category.
- **Other:** For issues which do not fall under the Medical or Youth Protection Concern Categories.

### Safety

An important priority for all volunteers is to observe their event areas to help promote a safe and orderly space for all the participants. It's likely that various volunteers and event participants will bring concerns to your attention, but you should also be proactive in identifying areas of concern.

Prioritize working with the teams to help identify and correct potential safety issues in the area. Please review the section about [Team Interaction and Support](#) for the best ways to work with teams on making changes.

### Safety Glasses and Closed Toe Shoes

All volunteers, teams, coach/mentors, and spectators are required to have safety glasses and wear closed toe shoes while in the pit and competition areas. It is important to watch out for anyone entering these areas without proper personal protective Equipment (PPE) and to ask them to put on proper PPE before entering. Some events will have volunteers staffed at the pit entrance with spare safety glasses to pass out. Other events may not have spares to provide.

### Pit Spaces

Specific rules governing what teams can have and do in their pit space are covered in the game manual, but the Event Directors may add additional restrictions which must be published before the event based on limitations set by the venue.

Common areas where teams need help to stay safe and within the rules:

- No open flames or sparks
- Power tools are generally permitted as long as they are not causing damage to the venue
- Aisles, walkways, and doors should be clear of obstructions
- Teams may set-up practice spaces as long as they are fully within their designated space
- No structure may be taller than 10'

### **End of the Day**

Once the event has concluded, the Field Supervisor should assist the other volunteers and event staff with teardown and load out. If there are any thoughts on how to improve the flow for the next event, take notes and share with the Event Director.

## Important Tools

### Public Schedule

The Program Delivery Partner or the Event Director should publish the public schedule of events before the event. This schedule will have a high-level overview of all the activities for the event. It's important that everyone at the event does their best to stay true to the public schedule so that teams and volunteers who have planned their day around these times have a good experience.

*Figure 1: Sample Public Schedule for a Typical FIRST Tech Challenge Event*

Time	Agenda
7:15am	Doors Open for Volunteers
8:00am	Doors Open for Teams
8:30am	Judging & Inspection Commences
10:35am	Inspection Deadline
10:40am	Opening Ceremony & Driver's Meeting
11:00am	Qualification Matches Commence
12:00am	Lunch Time
12:30pm	Qualification Matches Resume
3:15pm	Alliance Selection
3:45pm	Elimination Matches
5:30pm	Closing Ceremony, Awards and Advancement Announcement

On occasion things that happen out of the event's control may impact the schedule. In these cases, work closely with the Event Director to understand the updated agenda.

### Event Layout/Map

The Program Delivery Partner and Event Director should publish a map of the venue before the event. In some cases, details on the map might not be available until the day of the event.

The Event Layout / Map should detail the following:

- Load-In Path
- Parking for Personal Vehicles and Busses
- Team Check-in
- Volunteer Check-in
- Competition Area
- Pit Area (May include the [Pit Map](#))
- Judging Room Locations (if applicable)
- Safety Details as available (Emergency Exits, AED, Shelter in Place Locations)

### Match Schedule

The match list will be generated the day of the event after the teams have been confirmed. This schedule will list which teams will play in which Alliance (Red or Blue) and it will also list a match start time see Figure 2. Some events will have more than one competition field and/or more than one division and each division will have its own schedule.

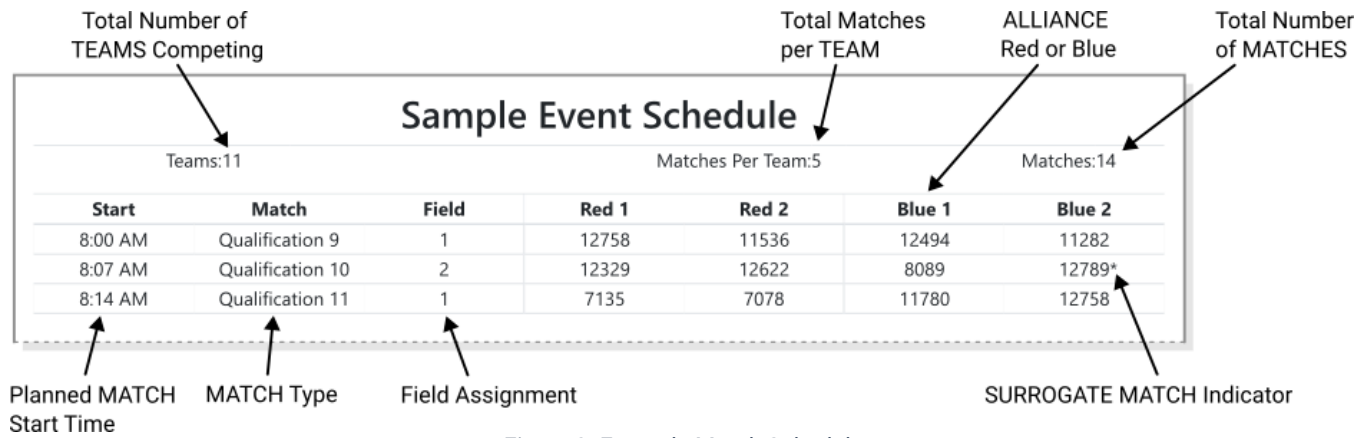


Figure 2: Example Match Schedule

## Pit Map

Pit maps are typically provided by either the Event Director or by the Scorekeeper. Having a map of where each team is in the pit is key, as teams, parents or queuers might need to find. Below are two sample pit maps in Figure 3 and Figure 4:

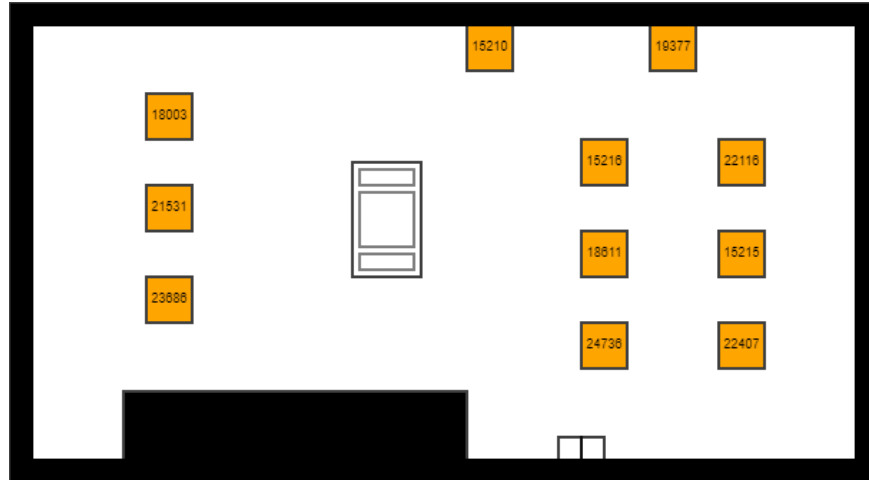


Figure 3: Example Pit Map for a small 12-team Qualifier Event

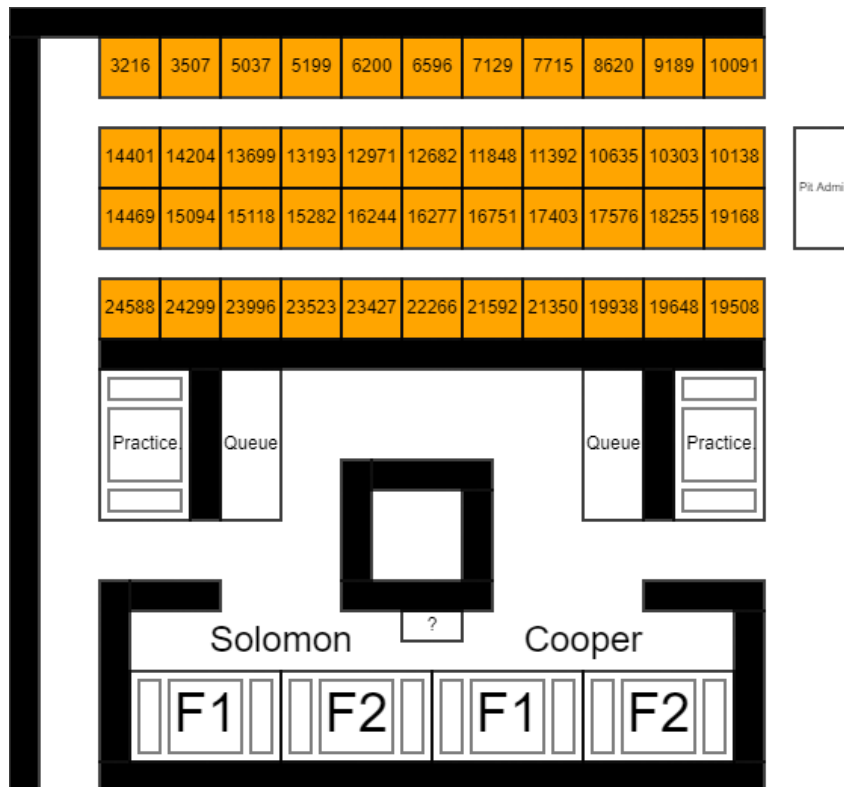


Figure 4: Example Pit Map for a Typical Regional Championship Event

## Useful Links and Information

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### On-Call Support Numbers

#### On-Call Support

These numbers are for *volunteer support only*. Teams should not use these numbers to call about rulings or technical assistance.

Administrative, Judge, Referee and Non-Technical Issues: (603)206-2412

Scoring System (FTC Live) or other Technical Issues: (603)206-2450  
Call or use the built-in chat feature on FTC Live

### Pre-Event Support

Mon – Fri 8:30am – 5:00pm Eastern Time (UTC-4 or UTC-5)  
Phone: (603)666-3906  
Email: [firsttechchallenge@firstinspires.org](mailto:firsttechchallenge@firstinspires.org)

### Program Resources



[FIRST Tech Challenge Website](#)



[Event Search](#)



[Game and Season Resources](#)



[FIRST Tech Challenge Blog](#)



[Volunteer Resources](#)



[Team Email Blasts](#)

### Feedback

We strive to create support materials that are the best they can be. If you have feedback about this manual, please email [firsttechchallenge@firstinspires.org](mailto:firsttechchallenge@firstinspires.org). Thank you!