

CRESCENDOSM

PRESENTED BY 
Gene Haas Foundation

PIT ADMINISTRATION SUPERVISORS' REGIONAL GUIDE



From all of us at **FIRST[®]** Headquarters:

The Pit can be crowded, exciting, and 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 or email FIRSTroboticscompetition@FIRSTinspires.org if you have questions before, during, or after your event!

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Important Reminders for the 2024 season!!

Lost Items

This year we are returning to using the Lost and Found paper forms. Forms are in the Pit Administration file box located within the Pit Administration case.

A folder containing the lost and found form will be in every Pit Administration file box. In addition, a Lost and Found "Pending" folder will be available for storage for completed forms during the event, ensuring all personal identifiable information on the documents is kept safe at the event. Following each event, lost and found documents will be placed in the black lock box.

Driver's Meetings

Drivers Meetings are a way for some of the Key Volunteers to introduce themselves and remind Drive Teams of event procedures and rules.

Prior to the Driver's Meeting, teams will go to Pit Administration and request a [Driver's Meeting Question Form](#). Teams must fill out this form and turn it into Pit Administration. At the start of the event, the Pit Administration Supervisor should meet with the *FIRST* Technical Advisor (FTA) and Head Referee to establish a deadline for when the Driver's Meeting Question form is due. These forms will be pre-printed and can be found in the file box.

During the Driver's Meeting, teams will be asked to sit in the stands and field volunteers will be on the field with a microphone to cover important procedures and answer the pre-submitted questions. If a team misses the deadline for the form, please instruct them to go to the question box.

FedEx shipping labels for Team Rosters and Consent & Release forms

Due to the sensitivity of the information collected on the paper Consent and Release form, *FIRST* will supply the Pit Administration with a FedEx Airway Bill and envelope. We ask that the Pit Administration place any paper Consent and Release forms into the provided envelope for each event. We then ask that Pit Administration, the VC, or Event manager drop the envelope with the paperwork into the nearest Fed-Ex box or office. The information for delivery will be prepopulated on the forms.

Incident Reporting

Incident reports will be entered into the Tablet that will be provided to the Pit Administration road case. The tablet will have a data plan so it's easier to open and enter your reports. The pin to open the tablet is **8326**.

KEY TRAINING POINTS - 2024

Team Rosters and Consent & Release Forms

Each youth team member and adult mentor participating at a *FIRST*® Robotics Competition regional event is required to complete the 2024 *FIRST*® Consent & Release form. The Consent & 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 & Release form (for both youth team members and mentors). A mentor from each team must provide the Team Roster, printed from the Lead Mentor 1 or Lead Mentor 2's Dashboard page, at all the team's events, along with any signed paper Consent & Release forms. See sample Team Roster on page 6.

2. Consent & Release Form

Consent & Release forms must be completed by **EVERY** youth team member and mentor in attendance. Please confirm **EVERY** youth team member 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 youth 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 & 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 form from the youth team member. 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 youth team member 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 and Consent & Release forms have been collected, place them in your event-specific Fed-Ex mailer to be returned to *FIRST*. These will then be sent back to *FIRST*, using the FedEx mailer and prepopulated label, after your event.

PLEASE NOTE: Team Rosters and Consent & 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

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.

PRINT BLANK ROSTER

PRINT ROSTER

Season

2024

Team Name

TBD

Program

FRC

Team Location

Hillsborough, NH 03244 USA

Team Number

202400056

MAIN CONTACTS

Role	Name	Phone	Consent Form
Lead Coach/Mentor 1	Jane Doe she/her/hers [redacted]@gmail.com	603-[redacted]	
Lead Coach/Mentor 2	Joe Smith [redacted]@gmail.com	563-[redacted]	
Team Administrator	Jane Doe she/her/hers [redacted]@gmail.com	603-[redacted]	

OTHER CONTACTS

Role	Name	Phone	Consent Form
Mentor	Jane Doe she/her/hers [redacted]@gmail.com	603-[redacted]	

Youth Team Members

☐ Include Denied Application Status Students

Role	Youth	Parent/Guardian	Phone	Application Status	Consent Form	Awards Submitter
	Jenny Doe	Jane Doe she/her/hers [redacted]@gmail.com	603-[redacted]	Accepted		 <input checked="" type="checkbox"/>
	Jimmy Doe	Jane Doe she/her/hers [redacted]@gmail.com	603-[redacted]	Accepted		<input type="checkbox"/>

ADDITIONAL MEMBERS (WRITE-IN)

Role	Name	Other Information
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Shipping to *FIRST* Championship

Teams can ship to *FIRST* Championship using the FedEx voucher or hand-carry their robot.

Teams that qualify for the 2024 *FIRST* Championships:

FIRST Headquarters will be contacting teams that have secured their registration for the *FIRST* Championship directly via email asking them 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 *FIRST* 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 Regional event. The teams may review the Robot Transportation page accessed through the Game and Season page for additional information while waiting for email correspondence.

Teams CAN NOT leave their robot crate at the venue, even if they have qualified to attend the *FIRST* Championship.

If questions arise about how a team should be using the FedEx shipping donation voucher, please direct them to the [Robot Transportation page](#) in the [Game and Season page](#) on our website, or contact Team Support via frcllogistics@firstinspires.org the following Monday after the event.

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 always available on radio 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 & Release forms upon check-in at their events. For more information regarding this process, please refer to Page 6.
- 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 **only** in the supply drawers.)
- Report any Medical or Non-Medical incidents using the required procedures (review "Incidents" on Page 12)
- Teams can get earplugs and loaner work gloves, which are available in your rolling crate.
- Keys, phones and ID's should be turned-in to 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 Headquarters.
- The Pit Administration station must be always staffed. 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 for 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, please 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 the 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)
- Team labels

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:

- Supply drawers (filled with supplies that are meant to last for all events on the truck route)
- Printed materials for you to display and share with visitors to the Pit
- Driver Buttons
- Parts Request forms for teams
- Tablet for Non-Medical/Medical Incident reporting
- Lockbox
- Woodie Flowers shirt/markers
- Ear plugs for anyone who requests them
- Safety glasses
- Work gloves to loan to team members

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

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

- Pit Signs (from road case #22)
- Pit Maps (from the Event Manager)
- Practice Match Schedules (from the Field Tech Advisor or Event Manager)
- Program Books (from the Event Manager)

Pack Registration Envelopes

PLEASE NOTE: If a new team has registered for your regional event after the rolling crate has left *FIRST* Headquarters, you will need to prepare a new registration packet for the team that is not on the registration list. Please be sure to include all the necessary documents, and 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.

Remember to collect the Team Roster/Consent & Release forms at every event.

Each registration envelope should include:

- **Driver Badges**— Six badges are for the six individuals from the team allowed on the field during matches. The Mentor's badge has a 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 a safe place inside their pits at night instead of taking them home or back to their hotel room.
- **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 **One Safety Badge and One Technician Badge**. A team's safety person is responsible for monitoring the team's compliance with rules at home and at *FIRST* events. Team members can take turns with this duty.
- **Team List**— One per team. Teams have been told to download additional copies from the web.

ALSO LOCATED IN THE PIT

Machine Shop – It may be off-site in some cases; this will be available for teams' use during the competition.

Pit Announcer –Some events will have a Pit Announcer. If this is the case, then 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—A team may only use a practice field with a robot that has passed an initial, complete inspection. Each time they make changes to the robot, the robot 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 is located [here](#)

Battery Spills at the event

- Immediately send the person in contact with acid to the First Aid Station/EMTs
- Teams will report the incident to the Pit Administration supervisor so the individual can fill out a Medical Incident Report Form on the tablet.
- 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 local team to volunteer to dispose of it.

**Teams can refer to the procedure of handling 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 Reporter 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 Reporter 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.
- Tablets are supplied for the reporting procedure, however in some cases a paper form may be necessary. If this is the case have clear/legible handwriting if filling out the form. Fill it out completely.

Incident Reports – Where & Why?

Where:

Report a Concern –

FIRST has released the [FIRST Reporting Portal](#) to allow anyone to Report a Concern in one location. These concerns can range from the following three categories:

- 1) **Youth Protection Concerns:** These can encompass a wide variety of one-time or ongoing issues such as suspected abuse, bullying, harassment, discrimination, questionable behavior or comments by adult volunteers, conflicts among volunteers or issues that haven't been resolved by local leadership.
- 2) **Medical Incidents:** All physical injuries/illnesses, however, slight, taking place at a *FIRST* official event must be reported to *FIRST* Headquarters. Physical injuries/illnesses that take place during a team's activities, not at an event, need only be reported if the injury is related to *FIRST* game materials, *FIRST* game design, or *FIRST* rules. Names may be removed if privacy regulations require it.
- 3) **Other:** If you are unsure where a concern falls, we encourage you to make a report under "Other" and we will ensure that your report gets to the appropriate department to be addressed.

To ensure that we are complying with the Privacy Policy of *FIRST* and to go "paperless" the Pit Administration rolling crate will be supplied with a tablet, that will need to be secured to the Pit Administration station. The tablet will have access to the [FIRST Reporting Portal](#). Please be sure to keep the tablet secured and always charged for easy reporting. There may be times when a paper form will need to be filled out for the medical form. Please be sure to enter the information into the tablet at your earliest convenience and shred the paper (if there is a paper shredder) or

store the paper form in the lockbox. It will then be sent to *FIRST*HQ where it will be destroyed.

PLEASE NOTE: 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 Administration 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 most 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 and notify the Event Manager, Program Delivery Partner, or Volunteer Coordinator.
2. Respond to the scene immediately. Bring the tablet or in rare cases a clipboard, pen, and a Medical Incident Report (from the file box).
3. Complete the incident report for the injured party.
4. Enter the information into the tablet.
5. Place the completed form in the Lockbox provided in your road case so they can be returned to *FIRST* Headquarters.

Non-Medical Incident Reporting Procedure

- 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 [FIRST Reporting Portal](#) 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 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 [FIRST Reporting Portal](#) 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. They will provide guidance on how to handle the situation.

The tablet is located in the road case, complete with a lock and charger. The pin to open it is listed below.

The pin to open the Tablet is 8326

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 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 found on the [Youth Safety page](#).

THE EVENT BEGINS

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

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, no Pit set up or work on the robot is allowed until the Pit officially opens.

Team Check-in Overview

- A team’s Lead Mentor 1 or Lead Mentor 2 must check-in at Pit Administration, sign the registration list, and collect 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 & Release forms if indicated as necessary on the registration list. Note the guidelines (Page 6 of this guide) for teams whose youth team member 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 Team Rosters/Consent & Release forms are accepted or handed in.
- Distribute 5 program books to each team upon registration.
- All teams should check in by 12 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 & 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 youth team member. A team member may also say they submitted electronically but do not show up on the team roster as “Accepted.”

Do the following to resolve the problem:

- Have the Lead Mentor 1 or 2 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 & Release forms before the team can compete at their event.
- If the team left the roster and/or the hard copy of the Consent & Release forms “home,” they should arrange to have them brought to the event site and originals mailed to *FIRST* right away.

- Mentors must have parent/guardians provide completed forms to them before receiving the Operator badges.

To summarize, any team member not having a properly signed form cannot compete and cannot be on the playing field. Adults and youth team members over the age of 18 can complete a copy via [Express Enrollment](https://www.firstinspires.org/resource-library/youth-registration-system) (<https://www.firstinspires.org/resource-library/youth-registration-system>) or a hard copy Consent & Release form on-site. If a youth team member under 18 has not submitted a form, the team mentor will need to make appropriate arrangements for the youth team member. These arrangements could include providing transportation for youth team member home or making accommodation 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 Lead Mentor 1 or 2 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](#).

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 two 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.

FIRST Impact Award Interview Times Process at Events

The following process for the *FIRST* Impact Award should be followed to ensure there is a consistent process between all events:

1. Pre-event - The Judge Advisor (JA) creates time slots for all eligible teams at the event. Teams are randomly assigned to time slots. The JA will not schedule a Dean's List (DL) and *FIRST* Impact Award interview for the same slot in case the DL nominee is also a *FIRST* Impact Award (FIA) presenter.
2. The Judge Advisor or Judge Advisor Assistant (JAA) 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 *FIRST* Impact Award (list off team numbers). Please come to Pit Administration 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. To do so, the team must find another team that is willing to switch with them. Both teams will then come to Pit Administration who can approve the change and Pit Administration must alert the JA or JAA.

6. After the *FIRST* Impact Award winner has been decided, the Judge Advisor Assistant will return all *FIRST* Impact Award materials to the teams. New this year, feedback will be available in the team's dashboard 48 hours after the event. You can share this with teams and directions for accessing the feedback can be found on the [FIRST Impact Award Resources webpage](#).

Please note: This season, a video submission for the *FIRST* Impact Award is optional and can be submitted in advance via the submission portal. We no longer accept flash drives. Additional information can be found on the [Awards page](#).

Dean's List Award Interviews

In-Person 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 nominees at the event. Nominees are randomly assigned to time slots. The JA will not schedule a DL and FIA interview for the same slot in case the DL nominee is also a *FIRST* Impact Award presenter.
2. The JA should work with Pit Admin to ensure all DL nominees have a signed *FIRST* consent and release form. Pit Admin will track forms (by looking at both the team roster and paper forms) as they are received and let the JA know if a nominee's form was not submitted. The JA should let the team's mentor know that the nominee will be ineligible to receive an interview and be disqualified from the Dean's List Award if the form is not submitted prior to the scheduled interview.
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 nominees may ask to change their time slot. In order to do so, the nominee must find another nominee that is willing to switch with them. Both nominees will then come to Pit Admin who can approve the change and Pit Admin **must** alert the JA or JAA.

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

Please note: All nominees will receive a live, interactive interview with a minimum of two judges. If a nominee cannot attend in-person, then an interview may be conducted by phone or video conference, as long as no less than two adults are participating in discussions with the nominee. 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.

Lost and Found

When an attendee asks if an item was turned in at the Pit Administration table and it is not there, the attendee will complete a Lost & Found form.

- All fields on the form must be completed.
- The "Event Name" section must be the actual name of the event (e.g., Bayou Regional, Northern Lights Regional) and ***not*** "Regional" or "Event in Louisiana".

Completed Forms: During the Event

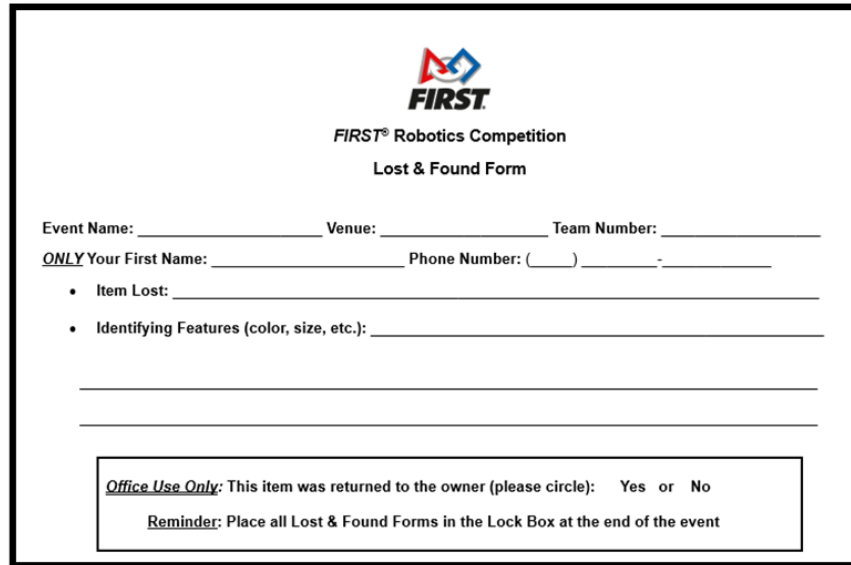
- Completed forms, containing personal identifiable information, will be provided back to you by the attendee.
- Place the form within the "Lost & Found – Pending" folder to hold, until you can review all turned-in items

against the completed forms.

Completed Forms: After the Event

- **Returned Items:** Within the "Office Use Only" section, please circle "Yes" on the form.
- **Non-Returned Items:** Within the "Office Use Only" section, please circle "No" on the form.
- **Place ALL Forms:** In the lock box located within the pit administration road case.
- The forms will be sent to headquarters for processing.

Due to how long it takes road cases to return to headquarters, please leave any small lost items, such as: glasses, wallets, keys, ID's etc. with the venue, as they will be able to provide the items back to the attendee in a timelier manner.



The image shows a "FIRST Robotics Competition Lost & Found Form". At the top is the FIRST logo. Below it, the text reads "FIRST® Robotics Competition" and "Lost & Found Form". The form contains several fields for information: "Event Name:", "Venue:", "Team Number:", "ONLY Your First Name:", and "Phone Number: () - ". There are two bullet points for "Item Lost:" and "Identifying Features (color, size, etc.):". At the bottom, there is a box labeled "Office Use Only" containing the text "This item was returned to the owner (please circle): Yes or No" and a "Reminder: Place all Lost & Found Forms in the Lock Box at the end of the event".

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:

- Pack any found articles in your event-specific bin. Place all plastic bins in the rolling crate for return to FIRST. (If you find keys, ID's 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 as well as from 12 p.m. (noon) until 5 p.m. Eastern Time 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

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: _____

2024 *FIRST* Robotics Competition Event: _____

Suggestions/Feedback: