



FIRST Tech Challenge

Volunteer Role Descriptions

Updated 10.25.2017

NOTE: For events using a Field Manager (which is recommended by *FIRST* Tech Challenge), several roles report to the Field Manager. Events NOT using a Field Manager should be clear with those volunteers to whom they will report at the event.

Role	Certification Required?	Description	Reports To
Control System Advisor	N	<p>The Control System Advisor (CSA) role is to assist Teams with Robot Control System related issues. The CSA works in collaboration with the Field Technical Advisor (FTA) 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 can affect the quality of the event.</p> <ul style="list-style-type: none"> • Prerequisite: In depth knowledge of the <i>FIRST</i> Tech Challenge Android based control system and diagnostic tools • Minimum Age Requirement: Must be at least 18 years of age to serve in this role • Provides in depth technical support to help teams troubleshoot and resolve robot and control system issues • Has in depth knowledge of the <i>FIRST</i> Tech Challenge Android-based control system and diagnostic tools • Experienced with Wi-Fi and Wi-Fi direct networking 	FTA
Crowd Control Volunteer	N	<p>Facilitate smooth pedestrian traffic flow throughout the facility; monitor audience</p> <ul style="list-style-type: none"> • Keep aisles, hallways, and team traffic pathways clear in the pit and near the playing field • Limits team, volunteer, and public access to field • Monitor access to designated judge areas 	Volunteer Coordinator
Dean's List Interviewer	Y	<p>Responsible for interviewing the Dean's List Semi-finalist and writes notes for each student. This will be a 5-7 minute interview that will happen at the event except for regions who have only a State Championship. Those regions will require the Interviewer to interview the student remotely. Interviewers spend time reviewing the student's nomination prior to the interview taking place.</p>	Judge Advisor
Dean's List Reviewer	Y	<p>Responsible for reviewing Dean's List nominations and Interviewer notes to determine which 2 students from a region will move to the next level of Dean's List Finalist.</p>	Affiliate Partner
Disc Jockey	N	<p>Plays high-energy, appropriate music throughout the Competition.</p> <ul style="list-style-type: none"> • Monitors the energy of the crowd • Increases or decreases musical selections based on crowd enthusiasm • Works with the Emcee and technical director to coordinate music and the awards ceremony • Makes score announcements 	Volunteer Coordinator
Emcee	N	<p>Primary individual responsible for setting the tone of the competition. Create and sustain an exciting and fun atmosphere throughout the event. Most visible presence at the Event; embodies the spirit of <i>FIRST</i> and is the consummate <i>FIRST</i> ambassador. Play a critical role in</p>	Field Mgr.

		<p>ensuring smooth flow of match play and maintaining the pace of the event.</p> <ul style="list-style-type: none"> • Commentate the opening and closing ceremonies and <i>FIRST</i> Tech Challenge matches • Provide spectators and teams an overview of game and the basic rules frequently throughout event • Announce teams participating in matches • Keep spectators informed of competition agenda and status; seeks and announces unique information specific to individual teams • Hosts the opening and awards ceremonies 	
Field Inspector	N	<p>The Field Inspection process is in place to ensure that every robot can successfully connect and compete in a match. The Field Inspector must also go through the Field Inspection Checklist which includes verifying settings on the team's Android device to reminding the teams to stay on time for each match. It is the responsibility of the Field Inspector to:</p> <ul style="list-style-type: none"> • Verify that the team's Driver Station and Robot Controller have the correct software and operating system. • Verify that the Driver Station and Robot Controller's settings are in compliance with the rules in the Game Manual Part 1. • Conduct practice matches to ensure the Drivers Station connects with the Robot Controller. • Help the team to be successful. • Be fair and apply the same level of thoroughness for every team. 	FTA
Field Manager	N	<p>Participate in field set-up and maintenance, directs activity on the field to ensure smooth execution of the matches. Plays a critical role in ensuring smooth flow of match play and maintaining the pace of the event.</p> <ul style="list-style-type: none"> • Prerequisite: Previous experience as a Referee or Head Referee • Minimum Age Requirement: Must be at least 21 years of age to serve in this role • Setup construction in collaboration with the <i>FIRST</i> Tech Challenge Technical Advisor and Event Director • Direct field reset process • Facilitate adherence to match timing • Monitor placement of robots on field • Collaborate with the Emcee and Event Director to monitor and adjust game pace, as needed • Observe and record team interactions, exemplified behavior, and behavior that is questionable 	Event Director
Field Reset	N	<p>Repair and reset playing field after each team match. Plays a critical role in ensuring smooth flow of match play and maintaining pace of the event.</p> <ul style="list-style-type: none"> • Reset Field after each team match • Check field for debris after match, remove • Check field for damage; apply/replace as needed • Distributes and collects alliance flags from the teams 	Field Mgr.
Field Technical Advisor	Y	<p>The Field Technical Advisor (FTA) and Field Manager (FM) work together to keep the areas in and around the robot playing fields running smoothly. The FTA concentrates on the technical issues (robots, Scoring Software, etc.) and the FM is responsible for operational activities (team queuing, playing field reset, etc.).</p> <ul style="list-style-type: none"> • Prerequisite: In depth knowledge of the <i>FIRST</i> Tech Challenge Android based control system and diagnostic tools 	Field Mgr.

		<ul style="list-style-type: none"> • Minimum Age Requirement: Must be at least 21 years of age to serve in this role • Pre-match and post-match robot triage. • Providing as needed support to teams during Match set-up. • Explaining technical issues that may have affected match play to Referees and students. • Providing assistance for the scoring system. • All the Field Manager's responsibilities if the FTA and FM positions are combined. 	
Floater	Y	<p>Volunteer floaters provide assistance in various areas.</p> <ul style="list-style-type: none"> • Frequently help with last-minute tasks identified by event staff • Fill volunteer positions for volunteers who were assigned a specific position prior to the event, but could not attend the event. 	varies
FTA Assistant	Y	<p>The Field Technical Advisor Assistant's role is to provide support to the FTA in the playing area during the competition, to complete tasks as assigned by the FTA, and to act as the FTA if/when the FTA needs to leave the playing area to handle a robot problem, although any major decisions will be made by the FTA.</p>	FTA
Game Announcer	N	<p>The Game Announcer's role is vital to a successful event. The Game Announcer's role is working with the Emcee to:</p> <ul style="list-style-type: none"> • Introduce teams • Provide play-by-play commentary • Report the scores 	Field Mgr.
Head Referee	Y	<p>Refereeing at <i>FIRST</i> competitions is different from a traditional sporting event in that the Referees help the competitors to avoid breaking the rules of the Game. Referees observe matches, identify rule violations, and "call" them. Head Referees play a critical role in ensuring smooth flow of match play and maintaining the pace of the event. The Referees work under the direction of the Head Referee and may be required to participate in deliberations regarding contested Referee calls by teams.</p> <ul style="list-style-type: none"> • Prerequisite: Previous experience as a Referee or Head Referee. • Minimum Age Requirement: Must be at least 21 years of age to serve in this role. Must be at least 3 years removed from a team to serve in this role 	Event Director
Judge	Y	<p>Judges select team award recipients through interaction with teams. Documentation regarding team background information is provided to familiarize judges with teams.</p> <ul style="list-style-type: none"> • Interview and observe teams in the judging rooms, the pit, and on the playing field. • Review team introduction sheet. • Participate on Judge panel to decide team award recipients. • Minimum Age Requirement: Must be at least 21 years of age to serve in this role. Must be at least 3 years removed from a team to serve in this role 	Judge Advisor
Judge Advisor	Y	<p>The Judge Advisor coordinates the judging process, including training Judges, scheduling the judging interviews, facilitating group deliberation sessions, ensuring the award decisions are made, and the awards script is written. The Judges, Judge Assistant, and Judge Match Observers look to the Judge Advisor for training materials, schedules, and other general questions throughout the event.</p> <ul style="list-style-type: none"> • Prerequisite: Previous experience as a Judge or Judge Advisor. • Minimum Age Requirement: Must be at least 21 years of age to serve in this role. Must be at least 3 years removed from a team to serve in this role 	Event Director

		<ul style="list-style-type: none"> Review expectations for the day and the schedule with the Judges and Assistants. Receive list of teams registered for the event and any that have received the Inspire Award. Confirm if Promote or Compass Awards will be given and if so, receive a list of prior winners, and determine judging process for these awards. Secure match scores and rankings from the Scorekeeper to provide data to Judges throughout the event as needed. 	
Judge Advisor Assistant	Y	<p>The Judge Assistant is not a Judge, does not interview teams, or participate in awards recipient selection process.</p> <ul style="list-style-type: none"> Assist Judge Advisor to keep Judge panel on schedule and performs other duties as assigned by the Judge Advisor. Provide clerical assistance, i.e., type awards scripts on laptop. Organize and ensure all materials and supplies needed are available, and correctly placed on tables. Breakdown of Judge Room at end of competition, repack <i>FIRST</i> materials, return materials to Volunteer Coordinator. 	Judge Advisor
Judge Match Observer	Y	<p>Most of the Judges will be involved in the Judge interviews, and will not have much time to see the robots in action. Two or three Judges should be asked to serve as Judge Match Observers. Their role is to watch the action on the field, and collect data on the quality of the robot performance.</p> <ul style="list-style-type: none"> Minimum Age Requirement: Must be at least 21 years of age to serve in this role. Must be at least 3 years removed from a team to serve in this role 	Judge Advisor
Lead Field Inspector	Y	<p>Field Inspectors perform mandatory Field Inspections to ensure that every robot can successfully connect and compete in a match. Lead Field Inspectors supervise the Field Inspectors and act as a resource to the Field Inspectors performing the inspections.</p> <ul style="list-style-type: none"> Prerequisite: Previous experience as a Field Inspector. Minimum Age Requirement: Must be at least 21 years of age to serve in this role. 	FTA
Lead Queuer	N	<p>Lead Queuers manage the flow of teams to and from the Competition Area. Queuers will work with the Event Director and the Field Tech Advisor (FTA) to create unrestricted paths to and from the pit area to the competition area. Creating and managing a safe, orderly flow of robots/teams to and from the competition will assist on keeping all the matches running on time. Lead Queuers will also properly stage alliances in holding areas, while ensuring that the proper numbers of teams are in the queue. The Lead Queuer is an important part of the event management team, working directly with the Event Director, Field Tech Advisor, and the Queuing Staff.</p> <ul style="list-style-type: none"> Prerequisite: Previous experience as a Queuer. 	
Lead Robot Inspector	Y	<p>Robot Inspectors perform mandatory Robot Inspections to ensure compliance with robot construction rules. Lead Robot Inspectors supervise the Robot Inspectors and act as a resource to the Robot Inspectors performing the Inspections.</p> <ul style="list-style-type: none"> Prerequisite: Previous experience as a Robot Inspector. Minimum Age Requirement: Must be at least 21 years of age to serve in this role. Robot Inspectors determine Inspection outcome decisions (pass/fail). 	FTA
Lead Scorekeeper	Y	<p>The Lead Scorekeeper is the person responsible for making sure that the Scoring System is handled correctly and that match scores are entered accurately. The Scorekeeper helps the flow of the event and provides information to the teams and to the audience.</p>	Field Mgr.

		<ul style="list-style-type: none"> • Prerequisite: Previous experience as a Scorekeeper. • Minimum Age Requirement: Must be at least 21 years of age to serve in this role. 	
Load-In/Load-Out Crew	N	<p>These volunteers are responsible for either:</p> <ul style="list-style-type: none"> • Setting up the event before the competition OR • Tearing down the event after the competition. 	Volunteer Coordinator
Photographer	N	This person captures the Competition on film and/or video for archival and future publicity.	Event Director
Pit Administrator	N	<p>The Pit Manager is responsible for setting up the pit area,</p> <ul style="list-style-type: none"> • Trains the pit area volunteers. • Manages all activities in the pit area including coordination of pit administration table and team interface. • Collaborates with Emergency Medical Technicians. 	Event Director
Pit Announcer	N	<p>The Pit Announcer's primary duty is to call teams to the queuing area,</p> <ul style="list-style-type: none"> • Makes general announcements via use of the public address system. • Works in collaboration with the team queuing Volunteers to facilitate adherence to team match schedule. 	Pit Manager
Practice Field Monitor (optional)	N	Supervise the practice field area, including monitoring team use of the field and game elements.	Pit Manager
Queuer	N	<p>Responsible for managing team traffic to and from the playing field. Stage and position teams in preparation for the start of matches. Play a critical role in ensuring smooth flow of match play and maintaining the pace of the event.</p> <ul style="list-style-type: none"> • Escorts teams from the pit to the queuing area. • Stage and position teams for matches. • Restrict access to field for unauthorized individuals. • Maintain an uninterrupted flow of teams to the playing field. • Direct teams to fields, and facilitate team departure from field. 	Lead Queuer
Referee	Y	<p>Observes team matches, identifies rule violations, and "calls" them. Referees help the competitors to avoid breaking the rules of the Game. Referees participate in deliberations regarding contested calls, working directly through the Head Referee. Referees report to the Head Referee. Play a critical role in ensuring smooth flow of match play, and maintaining the pace of the event.</p> <ul style="list-style-type: none"> • Minimum Age Requirement: Must be at least 21 years of age to serve in this role. Must be at least 3 years removed from a team to serve in this role • Observe matches, "call" rule violations; determine penalties. • Helps teams to avoid rule violations. • Communicates penalties/rule violations to the Score Tracker throughout the match. • Participate in deliberations regarding contested calls. • Monitor, promote safe practices on and around the playing field. 	Head Referee
Robot Inspector	Y	<p>Robot Inspectors are responsible to ensure every robot follows the guidelines outlined in <i>FIRST</i> Tech Challenge Game Manual Part 1 and are ready to compete on the field. The inspection process involves filling out a checklist for every robot and placing a label or other unique tag on the robot after it passes inspection.</p> <ul style="list-style-type: none"> • Go through the inspection sheet with the team. • Assess the team's robot and identify anything that is not in compliance with the rules. • Identify potential areas of entanglement (loose cables). • Help the team to be successful. 	Lead Robot Inspector

		<ul style="list-style-type: none"> Be fair and apply the same level of thoroughness for every team. 	
Scorekeeper	Y	<p>Manage and operate the scoring system. Communicate scores. Play a critical role in ensuring smooth flow of match play and maintaining the pace of the event.</p> <ul style="list-style-type: none"> Set up the scoring system; ensure equipment functions properly Enter scores in the system from score sheets - post scores to AV System. Post-Match results. Assist with breakdown of Scoring System and Field. 	Lead Score.
Score Tracker	N	<p>Score Trackers monitor the status of the game and scoring elements during match play. Score Trackers may track the status of the field on paper, using Score Sheets. For events that use live scoring, the Score Tracker will use an app installed on either a phone or tablet to track the status of the field.</p> <ul style="list-style-type: none"> Minimum Age Requirement: Must be at least 21 years of age to serve in this role. Must be at least 3 years removed from a team to serve in this role Observes the status of the field; tracks the status either <ul style="list-style-type: none"> On scoresheets manually, delivers scoresheets to Scorekeeper Via Live Scoring app Tracks rule violations when they are communicated by the Referee. 	Head Referee
Team Registration	N	This person is responsible for checking teams in at the start of the event, ensuring they have submitted a complete team roster, and providing the teams with their event day registration materials.	Volunteer Coordinator
Video Crew	N	This person captures the competition on film and/or video for archival and future publicity.	Event Director
Volunteer Check-In (optional)	N	This person is responsible for checking volunteers in at the start of the event, ensuring they sign consent and release forms, conflict of interest and disclosure statements, and providing the volunteers with their event day registration materials.	Volunteer Coordinator
Volunteer Coordinator	N	<p>The Volunteer Coordinator is responsible for the following:</p> <ul style="list-style-type: none"> Prerequisite: Previous experience managing and communicating with multiple volunteers. Minimum Age Requirement: Must be at least 21 years of age to serve in this role. Recruits all volunteers. Is a member of the Tournament Planning Committee. Works with the Affiliate Partner and Event Director during the event. Primary contact for all volunteers. Works closely with Affiliate Partner of <i>FIRST</i> Tech Challenge planning committee. Manages and inspires volunteers. <i>FIRST</i> relies heavily on dedicated volunteers to help staff and execute successful events. Volunteer liaison – ensures that all volunteers have appropriate training, event schedules, and clear expectations for the day of the event. 	Event Director
Wi-Fi Technical Advisor	N	The Wi-Fi Technical Advisor (WTA) is also responsible for monitoring the wireless spectrum and troubleshooting wireless issues at large and/or critical <i>FIRST</i> Tech Challenge events. Not every <i>FIRST</i> Tech Challenge event will require a WTA. Most smaller events (less than 40 robots) do not require the skills of a WTA. The Wi-Fi Technical Advisor	FTA



		<p>is the technical volunteer who helps ensure that the wireless environment at an event is clean and not too noisy.</p> <ul style="list-style-type: none">• Minimum Age Requirement: Must be at least 18 years of age to serve in this role.• Monitors wireless activity to identify and resolve wireless issues• “Police” the wireless environment and look for clues for potential malicious activity during an event	
--	--	---	--