

FRC[®]

FIRST[®] Robotics Competition

DISTRICT PLANNING GUIDE

Disclaimer: The following information was collected from *FIRST* and the current FRC Districts. This guide is intended to be used as a reference to help you establish an FRC District and execute District Events and the District Championship.

CONTENTS

| | |
|--|----|
| Season Timeline | 6 |
| Important Season Dates | 6 |
| Tournament Timeline | 8 |
| 6-12 Months before Event | 8 |
| 2-6 Months before Event | 8 |
| 1-2 Months before Event | 9 |
| After Event | 9 |
| District Event Structure..... | 10 |
| District Leadership Entity..... | 10 |
| Registration Fees | 10 |
| District Play | 10 |
| District Events | 10 |
| District Championship..... | 11 |
| Committee Development | 11 |
| District Executive Advisory Board (DEAB)..... | 11 |
| District Operating Committee (DOC) | 12 |
| District Planning Committee (DPC)..... | 13 |
| District Planning Committee Member -- Organizational Chart | 13 |
| Suggested DPC Roles and Job Descriptions | 15 |
| District Event Planning and Logistics | 19 |

| | |
|--|----|
| Budget..... | 19 |
| Schedule..... | 20 |
| Site Selection | 21 |
| General Guidelines..... | 21 |
| Venue Contact..... | 22 |
| Field Perimeter/Plastics..... | 22 |
| Field Perimeter..... | 22 |
| Field Plastics | 23 |
| Audio / Visual..... | 23 |
| Logistics..... | 25 |
| Materials Shipments | 25 |
| Transportation | 25 |
| Materials Cases/Containers | 26 |
| Carpet..... | 26 |
| Volunteer Shirts, Name Badges, Lanyards, and Hats..... | 26 |
| Program Books..... | 27 |
| Pipe and Drape..... | 27 |
| Tables and Covers | 27 |
| Additional Materials/Supplies..... | 27 |
| Pre-Planning..... | 28 |
| Supplemental Rules | 28 |
| Points Ranking System..... | 28 |
| Special Events | 29 |

| | |
|--|----|
| Layouts..... | 29 |
| General Layout..... | 29 |
| Electrical, Control, and Display Layout..... | 29 |
| Outdoor Layout..... | 29 |
| Facilities Layout..... | 29 |
| Website..... | 30 |
| Signage..... | 30 |
| Emergency Plan | 31 |
| Media..... | 31 |
| Invited Guests/VIP's..... | 32 |
| Catering..... | 32 |
| Volunteers & Staffing..... | 32 |
| Volunteer Recruitment and Training | 32 |
| Key Volunteer Roles..... | 33 |
| Volunteer Coordinator (VC) | 33 |
| Other Key Volunteer Roles..... | 33 |
| Onsite Event Staffing Schedule | 34 |
| Roles & Responsibilities | 35 |
| General Volunteers..... | 35 |
| Roles..... | 36 |
| Onsite Event Staffing Requirements & Schedules | 37 |
| Volunteer Screening | 37 |

| | |
|--|----|
| Volunteer Information and Matching System (VIMS) | 37 |
| Volunteer Training | 37 |
| After the Event..... | 39 |
| Next Steps..... | 39 |
| Who to call at <i>FIRST</i> | 39 |
| Working with <i>FIRST</i> Resources..... | 40 |
| usfirst.org | 40 |
| Senior Mentors and Vista Volunteers | 40 |
| Appendix 1 – Site Selection Checklist | 41 |
| Appendix 2 – Field Perimeter/Plastics..... | 42 |
| Appendix 3 – Non-Game Specific Material Case Drawings and Specifications | 43 |

SEASON TIMELINE

IMPORTANT SEASON DATES

- **June:** Regional Directors Meeting at *FIRST*
- **August:** Local Kickoff Applications opens in *FIRST* Event Management System
- **August:** NASA Machine Shop Request opens
- **August 1:** Provide *FIRST* with proposed event schedule for upcoming season
- **September:** FRC Event Schedule announced – Initial District and Regional Event Registration opens
- **September:** NASA Machine Shop Request closes
- **September 1:** District to submit additional play fee amount to *FIRST*
- **October:** Kit and Kickoff Registration opens for FRC teams in TIMS
- **October:** Safety Animation Awards submissions opens in STIMS
- **October:** Second District Event Registration opens
- **October:** Second Regional Event Registration opens
- **October:** *FIRST* Championship Waitlist Registration for veteran teams that DID NOT compete at last year's *FIRST* Championship opens
- **October:** NASA Grant application opens
- **October 15:** Provide *FIRST* with proposed Key Volunteer list and proposed assignments (Volunteer Coordinator, *FIRST* Technical Advisor, Lead Robot Inspector, Judge Advisor, and Head Referee)
- **November:** Unrestricted Regional Event Registration opens
- **November:** Chairman's, Woodie Flower's, Entrepreneurship, Dean's List, and *FIRST* Future Innovator Awards opens in TIMS
- **November:** *FIRST* Championship Waitlist Registration for veteran teams that DID compete at last year's *FIRST* Championship opens
- **November:** Deadline to apply to host a Local Kickoff
- **November:** NASA Grant application closes
- **November:** Volunteer of the Year Award recipient name to be provided to *FIRST*
- **November 1:** District to provide *FIRST* with an accurate delivery address for a District representative for each Event who will be authorized to receive shipments of material and equipment from *FIRST*
- **November 1:** If needed to accommodate additional teams, District to notify *FIRST* of the addition of a District Event including name of event, venue address and contact information
- **November 1:** District to provide *FIRST* with the name of the Program Book Coordinator along with an accurate delivery address for a District representative for the District Championship who will be authorized to receive the District Championship Program Book shipment
- **November 15:** District to provide to *FIRST* carpet delivery address, dates/times, and contact information for each District Event and the District Championship
- **November 15:** District to submit to and obtain approval from *FIRST* for any changes in the District Supplemental Rules before their issuance by the District to District teams
- **November 30:** If District borrowed Field Management System (FMS) from *FIRST*, entire FMS must be returned to *FIRST*
- **December:** Kit and Kickoff Registration closes

- **December:** District and Regional Event Registration closes
- **December:** Safety Animation Award submission closes
- **December 31:** District to provide *FIRST* with a copy of Commercial General Liability (CGL) insurance coverage
- **January:** FRC Kickoff – new competition game is released
- **January:** FRC six-week build season begins
- **January:** Lead Robot Inspector (LRI) Training
- **January:** Judge Advisor (JA) Training
- **January:** *FIRST* Technical Advisor (FTA) Training
- **January:** Volunteer orders due (volunteers shirts, name badges/lanyards, Judge shirts, Control System Advisor hats and Robot Inspector hats)
- **January 15:** District to return to *FIRST* HQ any undistributed portions of Kit of Parts (KoP)
- **January – February:** Program Book content due
- **February:** Week 0 Event in New Hampshire
- **February:** Stop Build Day
- **February:** Chairman’s, Woodie Flower’s, Entrepreneurship, Dean’s List, and *FIRST* Future Innovator Awards closes in TIMS
- **February - April:** FRC Competition Season – District and Regional Events and District Championships
- **April:** *FIRST* Championship in St. Louis, MO
- **April:** STIMS/TIMS registration system closes
- **April 30:** District must return all spare parts and field electronics road cases to *FIRST*
- **May:** STIMS/TIMS registration system re-opens for new FRC season

TOURNAMENT TIMELINE

6-12 MONTHS BEFORE EVENT

- Create District Leadership Entity
- Establish 501(c)3 (optional)
- Form District Executive Advisory Board, District Operating Committee, and District Planning Committee
- Obtain Commercial General Liability (CGL) Insurance
- Hire an Executive Director
- Select and contract event venues
- Find and select a Volunteer Coordinator
- Provide *FIRST* with proposed Key Volunteers for *FIRST* Technical Advisor, Head Referee, Judge Advisor, and Lead Robot Inspector
- Begin recruiting volunteers; especially Key Volunteers
- Find and select a warehouse or receiving location for materials shipments
- Research and select method of transportation of materials from event to event

2-6 MONTHS BEFORE EVENT

- Hold Committee meetings
- Continue recruiting volunteers
- Order/purchase field perimeter and plastics
- Determine additional play fee and submit to *FIRST*
- Provide *FIRST* with proposed event schedule
-
- Determine if an additional event is needed to accommodate additional teams
- provide *FIRST* with the name of the Program Book Coordinator along with an accurate delivery address for a District representative for the District Championship who will be authorized to receive the District Championship Program Book shipment
- Provide *FIRST* with carpet delivery address, dates/times, and contact information for each District Event and the District Championship
- Submit to and obtain approval from *FIRST* for any changes in the District Supplemental Rules before their issuance by the District to District teams
- Determine and set layouts including robot load-in and load-out
- Determine signage needs and place order
- Design a website
- Create an Emergency Plan
- Determine if any special events will take place (i.e., VIP dinner, Judge training/dinner, Volunteer training/dinner etc.)

1-2 MONTHS BEFORE EVENT

- Host a Local Kickoff
- Send Key Volunteers to Key Volunteer Training hosted by *FIRST*
- Receive game specific materials, field electronics, spare parts, and additional materials shipment from *FIRST*
- Purchase event consumables and additional supplies
- Confirm that field controls are ordered
- Receive and inventory materials shipments
- Submit program book content to *FIRST* for District Events and the District Championship
- Create and post an Event Agenda
- Send regular communications out to the teams' main contacts and alternate contacts with event information
- Send regular communications out to the volunteers with event and volunteer information
- Host volunteer training sessions
- Provide food count to catering company for staff, volunteers, and or Invited Guests/VIP's

AFTER EVENT

- Send thank you letters to VIPs and Volunteers
- Send volunteers a token of appreciation
- Return any completed forms to *FIRST*; including Consent and Release forms; Conflict of Interest forms, Medical Incident Reports, and Non-Medical Incident Reports.
- Return game specific road cases, field electronics, spare parts, and any other items as noted in the roles and responsibilities list to *FIRST*
- Return rented or borrowed items
- Request feedback from DPC members and volunteers
- Hold a "Lessons Learned" meeting
- Schedule meeting to reconvene for planning next year's event

DISTRICT EVENT STRUCTURE

DISTRICT LEADERSHIP ENTITY

In the new District Event structure, a District Leadership Entity takes responsibility for promoting *FIRST*, fundraising, recruiting and supporting FRC teams, and planning and executing District Events, including a District Championship within the District's geographically-defined area.

REGISTRATION FEES

As part of one FRC team registration fee, FRC teams in the geographically defined area will receive one FRC Kit of Parts (KoP) and be eligible to compete at two District Events with approximately twelve (12) matches per district event. *FIRST* will collect additional play fees as necessary to fill capacity at District Events and forward the entire additional play fee to the District Leadership Entity.

DISTRICT PLAY

Only FRC teams within the geographically defined area are eligible to compete at District Events inside that geographically defined area. Teams within the geographically defined area may register for additional District Events within the geographically defined area only if capacity exists. Priority will be given to FRC teams in a geographically defined area to ensure all FRC teams within the geographically defined area have had the opportunity to register for two district events.

Currently, geographically defined area FRC teams will not be able to register for District Events in geographically defined District areas other than their own. District teams may still register for and participate in FRC Regional Events when Unrestricted Event Registration opens provided the District team has registered for their two District Events. Participation in FRC Regional Events may take place before, in between or after participation in the two required District Events.

DISTRICT EVENTS

The District Leadership Entity will schedule, plan and execute a sufficient number of District Events to provide all teams within the geographically defined area with a minimum of two District Event plays. District Events will be two-day events held in low cost venues, such as, but not limited to, high schools, community colleges, etc. executed during the first five or six weeks of the FRC competition season. The target cost of District Events is approximately \$25,000 or less per District Event. District FRC teams will transport their robot to the District Events in accordance with the robot bag and tag rules as outlined in the [FRC Competition Manual](#).

DISTRICT CHAMPIONSHIP

The District Championship is a three-day event at the quality and *FIRST* experience level currently defined in the [FRC Regional Planning Guide](#) for an FRC Regional Event. *FIRST* will execute the District Championship in the first year only of a new District. In subsequent years the District Leadership Entity will take on the planning and execution of the District Championship. The District Championship venue must be within the geographically defined area, but need not be the same location from year to year. The District Championship will be held either week six or seven of the FRC competition season and will have a minimum of 50 FRC teams to a maximum of 64 FRC teams. For the District Championship an event registration fee, equivalent to an FRC Additional Regional Event Registration fee, shall be paid to and retained by *FIRST*.

District teams qualify automatically for the District Championship by winning the District Chairman's Award in that year. Remaining slots at the District Championship are filled by the top ranked FRC teams within the geographically defined area as determined using the [standard point ranking system](#). If a team declines their invitation to the District Championship, the next highest district team as calculated using the authorized ranking system will be invited to fill the empty slot. District Chairman's Award winners will receive an automatic bid to the District Championship and District Engineering Inspiration (DEI) and Rookie All Star winners (RAS) will be invited without their robot to compete for the District Championship level award. (DEI and RAS teams may compete with their robot if they qualify per the ranking/qualification system used in that geographically defined area.) District FRC teams transport their robot to the District Championship in accordance with the robot bag and tag rules as outlined in the [FRC Competition Manual](#).

COMMITTEE DEVELOPMENT

FIRST strongly recommends that you form several groups: a **District Executive Advisory Board (DEAB)**, a **District Operating Committee (DOC)**, and a **District Planning Committee (DPC)**. These committees help to ensure that the *FIRST* Robotics Competition becomes a program for students to enjoy year round. This is critical to your success as District and, if applicable, as an independent organization.

DISTRICT EXECUTIVE ADVISORY BOARD (DEAB)

The District Executive Advisory Board (DEAB) will be responsible for strategic and financial support, and for the promotion of all *FIRST* programs in its region.

This Board will develop a strategic plan and goals for fundraising and sponsorship of events and teams to ensure the long-term stability for the programs. They will develop relationships and partnerships with businesses, government, education leaders for sponsorship, mentors, etc. The Executive Director will facilitate the development of a business plan for the area and identify funding needs and potential sponsors based on targets that include all *FIRST* programs and events.

The DEAB should consist of (5) five to (15) fifteen high-profile state or regional personalities. They can be CEOs, public figures, media or well-connected local organizers. Their main function is to utilize their

connections within the community to allow *FIRST* to raise funds for both the events and team support. *FIRST* has found it to be most effective when fundraising or promoting programs if the introduction can be made at a high level in a company, university or foundation. This is best done by personal contact. They can also use their influence to promote the *FIRST* programs with other VIP's. The DEAB should function to support all the *FIRST* programs, *FIRST* Robotics Competition (FRC), *FIRST* Tech Challenge (FTC) and the *FIRST* LEGO League (FLL) and Junior *FIRST* Lego League (JLL) programs.

The types of persons to be invited to join the DEAB are the '*movers and shakers*' in the local community. If appropriate, one individual may be asked to be the Chairperson and can then invite others to join. Typically, the District Executive Advisory Board would be comprised of individuals from some of the following:

- CEOs of locally based businesses
- University Presidents or Deans of Engineering
- Presidents of Foundations
- Local radio or television personalities
- Local sports figures
- Well-connected local personalities

It is not necessary for the DEAB to meet as a group, although it is most effective if one to two group meetings are held each year. Their function is to make telephone calls, or write letters to their peers and contacts recommending that they support *FIRST* by sponsoring the event or a team. The Executive Director and the appropriate Planning Committees will provide follow-up.

The DEAB works most closely with the Executive Director and the District Operating Committee (DOC).

DISTRICT OPERATING COMMITTEE (DOC)

The District Operating Committee (DOC) will be responsible for coordinating the development (establishing the groundwork) and growth (expanding numbers of participants) of all *FIRST* programs in a designated state or market. It will be chaired by the Executive Director and will include representatives of the *FIRST* Robotics Competition Planning Committee, FLL Operational Partners and the FTC Affiliate Partners. The DOC will be responsible for ensuring that *FIRST* program events held within the District are conducted in accordance with *FIRST* program standards. The DOC will provide input to the DEAB.

The DOC should meet monthly to communicate plans, opportunities, challenges and general activities to all planning committees. The DOC will look for collaboration to best coordinate fundraising between programs. They will develop a state or market cohesive marketing and public relations plan to ensure a unified presence in the state or market.

In some cases, there may be two or more Operating Committees within a single District. These will be defined by a geographical area characterized by a community of interest regarding education, economic development, or workforce preparation or a geographic area that enjoys the attention and support of a

philanthropic community. Examples of these are, California, which will have a northern and a southern operating committee, Pennsylvania, which will have eastern and western operating committees.

DISTRICT PLANNING COMMITTEE (DPC)

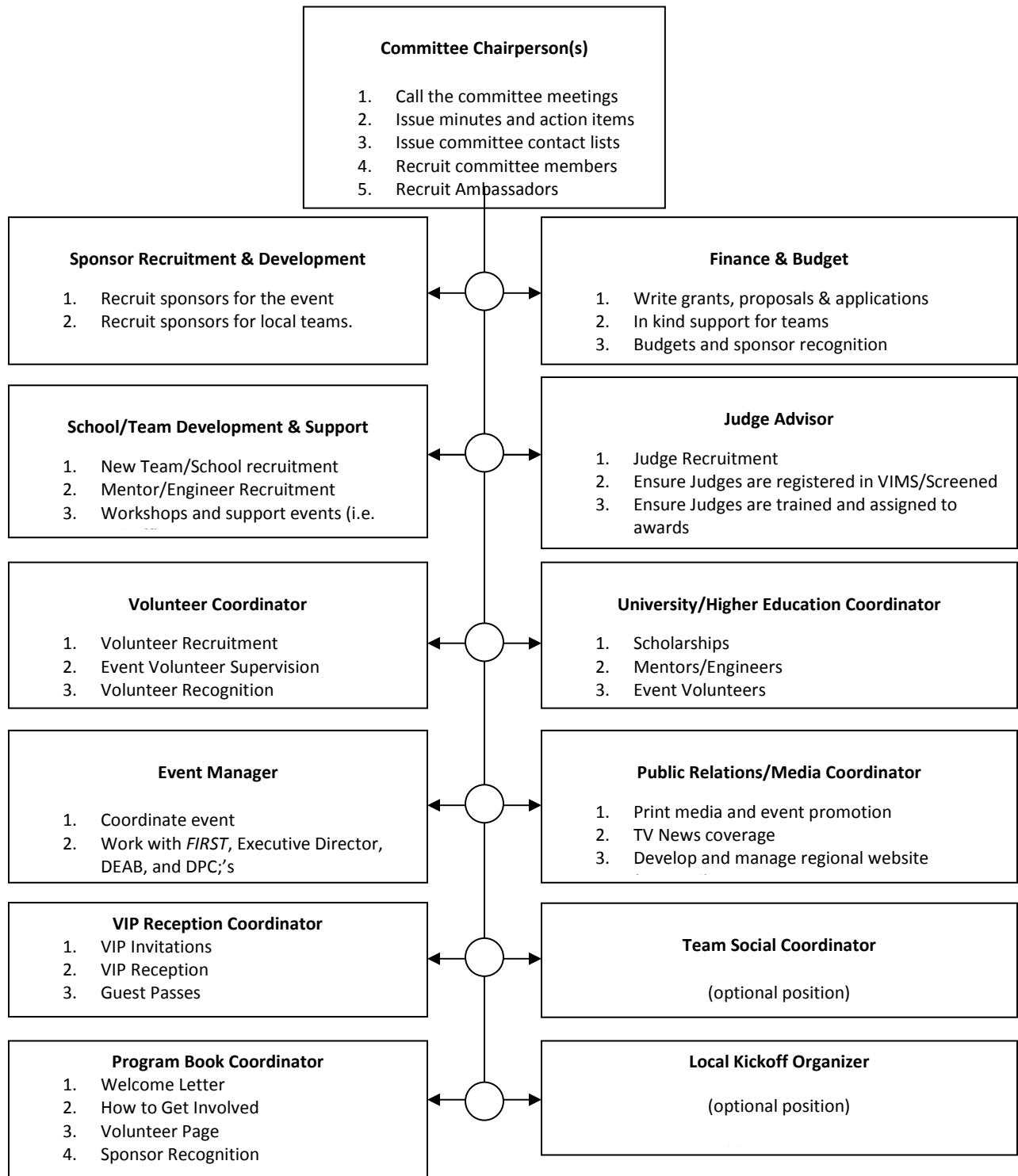
The District Planning Committee (DPC) will be responsible for organizing and executing the District Events in cooperation with *FIRST*, and for supporting local teams. Building a committee of the right people is critical and will be the function of the Chairperson. *FIRST* strongly recommends that within the DPC, each member be assigned a specific area of responsibility in the district planning process as shown below. Sub-committees of two or three people are recommended, where possible, for most functions.

The DPC will work closely with the Executive Director and *FIRST* in organizing and staffing these and other competition-related areas. *FIRST* recommends that district planning meetings begin no later than September, although July/August is preferable (see [FRC Regional Planning Calendar – Section 17](#)). Monthly meetings usually suffice through December, but bi-weekly are better in January and February.

| Position | Recommendations |
|---|--|
| Executive Director | District’s ED should serve as a de facto member of the DPC |
| Chairperson(s) | Best served by individual(s) |
| Finance/Budget | Best served by single individual |
| Sponsor Recruitment & Development | Best served by sub-committee |
| School/Team Development & Support | Best served by sub-committee |
| Judge Advisor | Best served by a single individual |
| Volunteer Coordinator | Best served by either single individual or sub-committee |
| University/Higher Education Coordinator | Best served by either single individual or sub-committee |
| Public Relations/Media Coordinator | Best served by single individual |
| Program Book Coordinator | Best served by single individual |
| Team Social Coordinator | Best served by sub-committee, position is optional |
| VIP Reception Coordinator | Best served by either single individual or sub-committee |
| Local Kickoff Organizer | Optional depending on district & event needs |

The DPC Chairperson should issue, and keep updated a directory of the DPC members with their contact information and sub-committee assignments indicated. Ensure that all committee members enter their contact information in the on-line *FIRST* Volunteer Information and Matching System (VIMS); the Committee Chair will enter a committee position assignment for each committee member. VIMS has the capability to produce a roster of committee members.

DISTRICT PLANNING COMMITTEE MEMBER -- ORGANIZATIONAL CHART



SUGGESTED DPC ROLES AND JOB DESCRIPTIONS

Committee Chairperson(s)

The Committee Chairperson is the **key** committee level position and is in charge of the District Committee. The primary responsibility of the Committee Chairperson is to work with the *FIRST* staff in planning, organizing, staffing and executing a District *FIRST* Robotics Competition. It will be this person that usually forms the committee by selecting the remaining committee members and then will lead and guide the committee to the successful completion of the regional event. Building a committee of the right people is critical and will be the function of the Chairperson. The success of starting a District Event is directly correlated to the strength of the local committee.

An individual with significant District visibility and contacts would be an asset. Organizational and planning skills are critical. The ability to run effective and efficient meetings will greatly assist the Chairperson.

The Chairperson works with the District Planning Committee and the Executive Director in controlling costs or adjusting event content, as required, in order to be consistent with *FIRST* quality standards.

Event Manager

This person is responsible for planning, organization, coordination, and execution of the District Event. This individual may be contracted by the District or this individual may be a volunteer. This individual works closely with *FIRST*, the Executive Director, the District Executive Advisory Board, and the District Planning Committee. This person is involved in every aspect of the District Event.

Finance/Budget

This person will be responsible for tracking the required amount of sponsorship funds committed against the district budget and for preparing a monthly budget report for the committee and Executive Director.

Judge Advisor

This is a key committee position, held by an individual with many contacts in the business and/or academic community. This qualified individual is nominated by the DPC then submitted to *FIRST* for review and approval. For clarification (refer to the [Judge Advisor Recruitment Procedure in Section 14 of the Regional Planning Guide](#)). This individual works closely with the Executive Director and the District Executive Advisory Board to recruit Judges in accordance with the guidelines for Judges in [Section 6](#) and [Section 7](#) of the Regional Planning Guide. New events will work with the Executive Director and *FIRST* Headquarters to obtain a core of experienced Judges.

Recruitment of Judges should begin in September and be completed by mid-January, keeping in mind that executives frequently have their schedules booked that far in advance. It is always a good idea to have one or two extra Judge candidates standing by in case of a last minute cancellation from someone on the judging panel. *FIRST* recommends one Judge for every 4-5 teams participating in the event, plus 2 or 3 veteran Judges to judge the District Chairman's Award, as well as 2 Judges to focus on the Entrepreneurship Award. For the District Championship, *FIRST* recommends 2 or 3 veteran Judges to focus on the Dean's List Award and conduct the interviews.

Once an individual agrees to be a Judge at an event, the Judge Advisor needs to ensure that the volunteer is registered in VIMS and has updated their contact information. Contact information needs to include a complete address (business is fine), phone number, fax (if available), email address, title, and organization affiliation. This information is **crucial** for Program Books, sending out the Judge Handbooks, notification of hotel and event information and later for thank you notes and/or gifts sent to all Judges. Judge Advisor communicates any changes in the panel to *FIRST* Headquarters.

This committee member is also responsible for placing the order for the shirts for the Judges' Room. Find more information about this process in [Judges Section 7](#) of the Regional Planning Guide.

Local Kickoff Coordinator

Not all District Planning Committees will have this position; the Committee Chairperson should contact *FIRST* Headquarters in August/September if the District Planning Committee is interested in holding a Local Kickoff in January. If a Local Kickoff is agreed upon, the Local Kickoff team will be responsible for locating a suitable venue. The team will work with Sponsor Recruitment & Development to find a sponsor for the event and with the School/Team Development sub-committee to obtain local team support and attendance at the Local Kickoff. This group will also work with *FIRST* Headquarters to coordinate the event and broadcast.

Public Relations/Media

The individual in this role will be responsible for working with the District Planning Committee to create, coordinate and execute a plan to publicize the District Event to the maximum extent possible -- prior to and on site during the competition. The individual in this role will have the opportunity to leverage materials and contacts developed by *FIRST* as well as to work closely with local sponsors, teams and media. This person will function as the contact person for all invited local media on site during the District Event. All national public relations and media coordination will be managed through *FIRST*, but may require local coordination or support.

Program Book Coordinator

This individual will be responsible for obtaining the required Program Book content from the various responsible committee members and communicating these items to *FIRST* Headquarters on or before the due dates.

School/Team Development & Support

This committee will work to support existing teams and develop new teams in the District consistent with the annuals goals of *FIRST* Headquarters. The members will work with all existing teams to ensure that they will all return. A target for new schools each calendar year should be set in accordance with the District Planning Committee. They may enlist the assistance of veteran teams to mentor rookie teams and provide workshops. This committee will support new schools and teachers with materials, timelines and information to make the first year a success and to help the team build a sustainable program. It will also match rookie teams with existing teams that can provide mentorship, as building a robot from the kit of parts can be a daunting first year challenge. It will also work with the Sponsor Recruitment & Development sub-committee to help secure any possible funding assistance for existing and new teams. The committee will work with the organizer of the Local Kickoff (if there is one) to provide team support.

The School/Team Development & Support Coordinator should have mentored at least one team in the *FIRST* Robotics Competition, so as to be equipped to answer the myriad of questions of what the program is all about and the impact this program can have in the community. This person will interface and interact with administrators and educators in the local, county and state education school systems as well as with corporate executives in the District. The School/Team Development & Support Coordinator should be adept at making and giving presentations about the *FIRST* Robotics Competition program to diverse groups.

The School/Team Development & Support Coordinator will also handle inquiries for more information and will also coordinate team visits to schools inquiring about the *FIRST* Robotics Competition Program or other *FIRST* programs.

Sponsor Recruitment & Development

This committee acts as the major support for the District Executive Advisory Board in helping it close the “deal” for financial support for the event and local teams. The committee members are also responsible for developing their own leads and making contacts while coordinating with the District Executive Advisory Board.

This committee is responsible for grants, proposals, and in-kind support, and works with the budget and sponsor recognition guidelines. The financial success of the region depends on matching the fundraising with the budget. It is the responsibility of this committee to work with the District Executive Advisory Board and the District Planning Committee to leverage all possible contacts to ensure that sufficient funds are secured to cover the budget agreed upon by the District Planning Committee.

Team Social Coordinator

This person will be responsible for planning, coordinating and organizing the Team Social, including the entertainment. This individual will work with the Chairperson and the Finance/Budget committee to determine the amount available for a Team Social, and with the Sponsorship Recruitment & Development sub-committee to try to find a sponsor for the Team Social. All other costs for the event **must** be covered before funds can be allocated to the Team Social. The Team Social Coordinator will comply with *FIRST* requirements on the content, and the guidelines contained in the [Team Social Policy Section 14](#) of the Regional Planning Guide. He/she will be the primary team contact for the Team Social. This individual will work with the Event Manager to confirm arrangements as event draws near. The Team Social Coordinator will also work with the Volunteer Coordinator to recruit, train and supervise the Team Social Attendant volunteers.

The Team Social is an event that should last 2½ to 3 hours (max) usually on the Friday of competition. This person should be outgoing and open-minded with excellent planning and organizational skills. A good understanding of how current high school students enjoy being entertained, with appropriate good taste, will be an asset.

This individual works with the Event Manager and the Teams to make the Team Social a safe and successful event for all participants.

University/Higher Education Development

This committee will create and support partnerships with regional universities and schools of higher education. The main goals are to acquire scholarships, build a partnership bridge between teams and the engineering departments at schools of higher education and/or professional engineering organizations, such as ASME, IEEE, NSBE, SME, SWE, etc., and provide mentors for the high school teams. This committee will also enlist students and faculty from universities and other schools to support *FIRST* and as volunteers at the event. It will work with the Judge Coordinator's committee to recruit Judges from the faculties.

VIP Reception Coordinator

The VIP Reception Coordinator will plan and manage the VIP Reception and tours during the event. This individual will design and send out the invitations to all VIPs, create and manage disbursement of badges and passes for VIPs, and track attendance of VIPs at the event, as well as follow-up with them after the event. The VIP Reception Coordinator will work closely with the Chairperson and Budget/Finance to set a budget for the reception. This person should also work with the entire committee to ensure that all appropriate VIPs get invited.

Volunteer Coordinator

The Volunteer Coordinator is a KEY committee position and has the primary responsibility for staffing the event. The Volunteer Coordinator may recruit all of the volunteers for an event or develop a team to recruit volunteers. The Volunteer Coordinator works closely with the District Planning Committee, Executive Director, and *FIRST* Volunteer Resources Department at *FIRST* Headquarters to ensure that all positions are filled in a timely manner with qualified individuals. The Volunteer Coordinator may also work with other members of the committee to recruit volunteers from local companies, organizations and universities. The Volunteer Coordinator is the primary contact for all volunteers prior to the event and on site.

The Volunteer Coordinator should be thoroughly familiar with [Staffing An Event Section 6](#) of the Regional Planning Guide. This section includes an overview of the volunteers needed (see On Site Staffing Requirements), dress code, minimum age requirements, consent forms and information regarding the on-line *FIRST* Volunteer Information and Matching System (VIMS).

Volunteer recruitment should begin in September with a focus on key volunteers. The Volunteer Coordinator should ensure that all event volunteers enter their contact information in VIMS. The Volunteer Coordinator will enter the position assignment for each volunteer in the Volunteer Management System (VMS) when confirmed.

It is important the Volunteer Coordinator communicate with volunteers prior to the event. Provide the volunteer with a confirmation of assignment, [position description](#), information regarding the Volunteer Meeting (if applicable), venue directions, a map and tentative schedule(s).

The Volunteer Coordinator has the responsibility of recognizing event volunteers as described in [Volunteer Recognition Section 12](#) of the Regional Planning Guide. For a more detailed position description of the Volunteer Coordinator role, please refer to [Staffing a Regional Event Section 6](#) in the Regional Planning Guide. The *FIRST* Volunteer Resources Department will provide a Volunteer Coordinator Manual to all Volunteer Coordinators to assist in planning and executing the event.

DISTRICT EVENT PLANNING AND LOGISTICS

BUDGET

Estimated District Budget Allocation - These numbers are estimations based on a single year district event experience and in no way does *FIRST* guarantee that these numbers are the actual amounts needed to run a district event.

| BUDGET ITEM DESCRIPTION | ESTIMATED AMOUNT |
|---|--------------------|
| Venue Rental | \$10,000.00 |
| Audio/Visual | \$2,500.00 |
| Catering for Volunteers, Staff, Judges, and VIPs | \$2,200.00 |
| Janitorial/Custodial Services | \$2,000.00 |
| Pipe and Drape including set up | \$900.00 |
| Tables, chairs, linen, flooring, and set up | \$850.00 |
| Electrical | \$800.00 |
| Disc Jockey | \$750.00 |
| Generator and fuel | \$650.00 |
| Program Books, Office and Judge Supplies | \$600.00 |
| Parking | \$600.00 |
| Security | \$400.00 |
| Floor Protection | \$400.00 |
| Headsets | \$300.00 |
| Game Materials/Consumables | \$300.00 |
| Signage (pit posters, directions, team #'s, etc.) | \$250.00 |
| Additional miscellaneous event expenses (contingency) | \$1,500.00 |
| ESTIMATED TOTAL COSTS | \$25,000.00 |

SCHEDULE

A sample agenda for the district events is included below. The actual agenda for a specific event may differ slightly.

| Day 0 | |
|---------------------------------------|----------|
| Pits open | 6:00 PM |
| Pits close | 10:00 PM |
| Day 1 | |
| Pits open | 8:00 AM |
| Opening ceremonies | 10:30 AM |
| Matches begin | 11:00 AM |
| Lunch begins | 1:00 PM |
| Lunch ends / Resume matches | 2:00 PM |
| Matches end | 7:00 PM |
| Pits Close | 8:00 PM |
| Day 2 | |
| Pits open | 8:00 AM |
| Opening ceremonies | 9:00 AM |
| Matches begin | 9:30 AM |
| Alliance Selections | 12:30 PM |
| Lunch begins | 1:00 PM |
| Lunch ends / Elimination rounds begin | 2:00 PM |
| Elimination rounds end | --- |
| Awards | 5:00 PM |
| Pits close | 6:30 PM |

NOTE: The District Championship will be run in accordance with the event specifications outlined in the [FRC Regional Planning Guide](#).

SITE SELECTION

GENERAL GUIDELINES

The District Planning Committee is responsible for selecting and contracting the event venues. By August 1st, the District must provide *FIRST* with a list of proposed dates and locations for events to be held in the District during the following year (subject to approval by *FIRST*). Listed below are general guidelines for district competition site requirements.

- **Competition area:** The designated playing area must be at least 80' x 100' with a ceiling height of 25' minimum and un-obstructed viewing for an average of 50 spectators per team
- **Pit area:** A space of approximately 100 sq. ft. per team is needed in the pit area, preferably in the form of a 10' x 10' square
 - Additional space is needed for aisles and pit administration/robot inspection facilities
 - Each team pit will require 110 VAC drop and a 72"x30" table
 - Access between the pit area and the playing field should be short, level, at least 6' wide and preferably is not also utilized by spectators
 - The pit area should have direct street loading access
- **Judges' meeting room:** The judges meeting room should encompass 500-750 sq. ft. and be within easy walking distance of the field
- **Chairman's Award interview area:** approx. 300 sq.ft. for interviews. This area should be quiet and free from distractions
- **Dean's List interview area:** approx.. 300 sq. ft. for interviews. This area should be quiet and free from distractions
- **Volunteer dining area:** The volunteer dining area should provide seating for 50 and space for food buffet service
- **First aid area:** The first aid area should be within convenient walking distance of the pit and competition field
- **Machine shop:** The inclusion of a machine shop is optional
- **Parking:** The site should have access to as much free parking as possible and plans should be made for overflow parking
- **VIP lounge:** If the District Leadership Entity decides to actively engage VIPs at district events, a VIP lounge with an unobstructed view of the field is recommended
- **Media/Press Room:** Optional

Additional information is provided in the [Securing the Site](#) section of the Regional Planning Guide. See also Appendix 1 for a Site Selection Checklist.

VENUE CONTACT

After your venue has been selected, the DPC will need to identify the venue liaison. This individual must be readily accessible and able to attend DPC meetings regularly. The venue liaison must be able to identify and determine the following roles:

- A/V staff: At least one individual on standby during the event
- Custodial staff: At least two working throughout the event and possibly a few hours after the doors close to the teams
- Electrician: At least one individual available an hour before the doors open to teams until an hour after the doors close to teams
- EMT or nurse: At least one individual available at all times during the event
- Security guard: At least one individual available at all times during the event, including at night after the doors close to the teams

If the venue liaison is not able to identify someone to fill one or more of the above roles, the DPC will need to work with the Volunteer Coordinator to find appropriate volunteers to fulfill the role(s). These individuals will also need to be available for questions during the months leading up to the event.

FIELD PERIMETER/PLASTICS

The District Operating Committee (DOC) will be responsible for purchasing FRC field perimeter(s)/plastics. *FIRST* has contracted with the following vendors. The District is responsible for contacting the vendor, placing the order, and paying the vendor.

FIELD PERIMETER

Bri-Weld Industries
55 Gold Ledge Avenue
Auburn, NH 03032

Contact: Brian Potter
Tel: (603) 622-9480
Fax: (603) 627-8770

Field perimeters are made to order and lead time from order to shipment is a minimum of eight (8) weeks.

FIELD PLASTICS

Plastic Supply, Inc.
735 East Industrial Drive
Manchester, NH 03109

Contact: sales@plasticsupply.com

Tel: (603) 669-2727

Fax: (603) 668-1691

Lead time from order to shipment is a minimum of two (2) weeks.

AUDIO / VISUAL

These are the minimum standards suggested for each District Event:

- One (1) computer/laptop
 - Hardware
 - DVD reader
 - USB port
 - VGA port
 - Software installed on system
 - QuickTime player
 - Windows media player
 - PowerPoint 2003/2007
 - For the Region/State Championship
 - Need to have two (2) systems for quick sequential playing of three (3) Chairman's DVD videos
 - Recommendation to have two (2) systems available at all District Events in case of audio or video malfunction

- Two (2) internet access points
 - One (1) for the field management system to communicate with *FIRST*
 - One (1) for live webcast

- Two (2) video cameras tripod mounted – placed on opposite sides of field for total view coverage
 - One (1) high placement for overall field shots
 - One (1) field side placement for close action shots

- One (1) video switcher
 - Chroma-key capable
 - Fade and wipe effect capable
 - Computer VGA scan converter

- Adequate inputs for all required video components
- Should have adequate screens to preview all incoming video
- One (1) closed-circuit communications system (wired)
 - For A/V Director to communicate with others to direct camera shots and music volume adjustment
 - DJ, video switching/director, and each camera operator needs to have a communications headset
- Three (3) projectors
 - One (1) 10,000 lumens or higher projector
 - Two (2) office or classroom projectors
 - **Note: Power for the high lumens projector needs to be on a separate transformer. This power feed cannot be shared with pits or field. Any sag or spike in power will cause projector to reset.
- Three (3) projection screens
 - One (1) 9'x12' screen with support structure for raising screen 10' above floor
 - Main arena mounted
 - Display field video and match scores
 - Two (2) 6'x8' screens
 - Pit area mounted
 - One (1) for team ranking display
 - One (1) for field video feed
- One (1) DJ system – Main Arena
 - Two (2) wireless microphones
 - One (1) wired microphone
 - Speakers to cover arena
- One (1) announcement system – Pit Area
 - One (1) wired microphone
 - Speakers to cover area
- One (1) video amplifier/distributor
- One (1) audio amplifier/distributor
- Connectors and cables to cover distance between all key areas
 - Cat 5 cable
 - VGA cable
 - Composite cable
 - RCA cable

In February *FIRST* will make available audio and video files, presentations, scripts, etc. These files will need to be downloaded by the District and used at each District Event and the District Championship.

LOGISTICS

MATERIALS SHIPMENTS

It is strongly recommended that the District Leadership Entity find a space and or warehouse. *FIRST* HQ will be shipping materials to the District that include game specific materials, field electronics, spare parts, some volunteer supplies and other materials for the season. These shipments generally include road cases and pallets. This space needs to have a loading dock. A forklift is not needed but highly suggested.

The District must provide to *FIRST* the delivery location for the materials shipment including contact information and loading dock hours.

Throughout the competition season, there is the possibility that *FIRST* will need to ship additional materials to the District. The District must provide to *FIRST* the delivery address and contact information for each District Event and the District Championship.

TRANSPORTATION

The District Leadership Entity will need to determine how it is going to move the field perimeter and game materials from event to event. *FIRST* in Michigan (FIM) has had two trailers donated by one of their sponsors. Mid-Atlantic Robotics (MAR) has contracted with PODS.

Suggested Truck/Trailer Size:

- Minimum width: 96" wide INSIDE (i.e., a typical 24' Ryder truck)
- Minimum length: 24 feet
- Truck bed height: 48" (loading dock height)

Truck/Trailer Restraint Devices:

- Minimum strapping: 3 2-inch heavy duty load straps or 3 load bars

Additional Truck/Trailer Notes:

- The truck may not have wheel well cavities that project into the interior of the truck
- The truck must have places into which you can clip / fasten load straps and load bars
- Stacking of field components might be required to fit all of the field equipment into this size truck
- Straps and load bars are the responsibility of the borrower

MATERIALS CASES/CONTAINERS

It is strongly recommended that the District purchase or build rolling material cases and or containers. This will aid the District and volunteers when loading the materials on the trucks and moving the materials within the event venues.

See Appendix 3 – *FIRST* has provided the specifications and drawings for non-game specific materials cases.

CARPET

FIRST provides one main field carpet for every two District Events and one practice field carpet to be used at all District Events. *FIRST* also provides one main field carpet for the District Championship. The DEAB will need to determine if the District will only use the carpet that *FIRST* provides or if the District will be purchasing additional carpet and communicate this decision to *FIRST*.

The District will also need to provide *FIRST* with carpet delivery address for each venue, dates/times, and contact information for each District Event and the District Championship.

Each roll of carpet weighs approximately 750 pounds. It is highly suggested that a fork lift is available or rented to move the carpet rolls. The carpet can also be maneuvered with several flat dollies or carpet straps and lots of volunteers. The District is responsible for removing the carpet rolls on and off of the delivery truck and moving them around the venue.

VOLUNTEER SHIRTS, NAME BADGES, LANYARDS, AND HATS

Volunteer name badges/lanyards, Judge shirts, Robot Inspector hats, Control System Advisor hats, and Volunteer shirts are ordered by the District in the FRC online ordering system located here: <http://www.frcvolapparel.com/>. All items must be ordered by the deadline that *FIRST* sets. District events are allotted 15 Judge shirts; however, the District Region/State Championships are allotted Judge shirt quantities based on the information in [Section 7 – Judges](#) of the FRC Regional Planning Guide. District events are allotted 100 name badges; however, the District Region/State Championships are allotted 150 name badges. Rookie District Events are allotted 10 robot inspector hats and 2 control system advisor hats. Veteran District Events (year 2 and beyond) are allotted 5 robot inspector hats and 1 control system advisor hat. District events are allotted 70 volunteer shirts; however, the District Region/State Championships are allotted 110 volunteer shirts. Districts can purchase additional shirts, name badges, lanyards, and hats if needed.

PROGRAM BOOKS

Standard program book content and templates for District Events and the District Championship is provided by *FIRST*. The District must submit a draft District Event program book to *FIRST* for approval before printing. The District is responsible for printing and payment of program books for District Events. The District must submit the required content to *FIRST* for the District Championship program book for approval. *FIRST* is responsible for printing and shipping of the District Championship program books.

PIPE AND DRAPE

Pipe and drape is not a requirement, however it does allow for sectioning off areas, providing barricades, and establishing a show “feel” to the District Events and the District Championship. A typical District Event will have approximately:

| Item | Quantity |
|--|----------|
| 3' vertical posts and plates | 30 |
| 8' vertical posts and plates | 60 |
| Horizontal extensions | 90 |
| 3' blue or black drapes (1 per horizontal extension) | 30 |
| 8' blue or black drapes (2 per horizontal extension) | 120 |

TABLES AND COVERS

Tables are needed at District Events and the District Championship. A typical District Event will have approximately:

| Item | Quantity |
|--|----------|
| Uncovered tables | 40 |
| Tables covered with vinyl and skirting | 20 |

ADDITIONAL MATERIALS/SUPPLIES

In December *FIRST* will provide the District with a list of consumables. The items on the list are needed for a single field at an event and will need to be purchased by the District. The list of consumables changes each year due to the nature of the new FRC game.

In January *FIRST* will provide the District with a roles and responsibilities list. This list will state the material items that *FIRST* is responsible for and the material items that the District is responsible for.

Additional materials (these are optional items) for consideration are as follows:

| Item | Quantity |
|--|----------------|
| Bleacher seats (if seating is not provided by the venue) | 1,200 |
| Catering and/or concessions | TBD |
| Copier | 1 |
| Disc jockey | 1 |
| Dumpster | 1 |
| Generator** | See note below |
| Headsets | 20 |
| Mailings | TBD |
| Pallet Jack | 1 |
| Signage | TBD |
| Supplies – white boards, printers, pens, paper, clipboards, badges, etc. | TBD |
| Thank you gifts for volunteers | 100 |
| Transportation to and from offsite parking, if needed | TBD |
| Trash bins | TBD |
| Traveling machine shop | 1 |

**Note: Most high schools do not have enough power in the pits therefore a generator is not required but is very useful. First in Michigan (FIM) uses a 40-kW diesel generator. If purchasing a generator is not in the budget, there are companies where generators can be rented for the event.

PRE-PLANNING

SUPPLEMENTAL RULES

In addition to the FRC Competition Manual, the DEAB will need to determine if it will have any Supplemental Rules for District teams. The District must submit to and obtain approval from *FIRST* for the District Supplemental Rules before their issuance by the District to District teams. The 2013 First in Michigan [Rules Supplement](#) and Mid-Atlantic Robotics [Supplemental Rules](#) are available for reference.

POINTS RANKING SYSTEM

FIRST assembled a team of volunteers, including a representative from each District, to develop a standard points ranking system to be used by all Districts. The [Points Ranking System](#) and other pertinent information has been posted and is available.

SPECIAL EVENTS

The District Planning Committees (DPC) will need to determine if any special events will be added to the District Event or District Championship. Special events are not required but can enhance the District Event or District Championship. Items for consideration are special decorations, a team social, VIP events, speakers, performers, mascot parade, etc.

LAYOUTS

It is highly recommended that the District Planning Committees (DPC) create layouts prior to the District Events and District Championship.

GENERAL LAYOUT

The general layout should include the main playing field, queuing area, and pits with perimeters, barriers, and tables placed. This will help to determine the approximate amount of pipe and drape needed and the number of tables needed.

ELECTRICAL, CONTROL, AND DISPLAY LAYOUT

The electrical, control, and display layout should be coordinated with the Electrician and A/V personnel. The layout will need to include everything required to power, control and display the event with items such as a generator, power outlets, spider boxes, cabling, cable routing, cable guards, etc. This will help to determine the approximate lengths of cabling needed.

OUTDOOR LAYOUT

The outdoor layout should include the entrance for the general public, parking, and robot load-in and load-out areas.

FACILITIES LAYOUT

The facilities layout should identify the location of handicap accessible entryways, EMT's and first aid, and restrooms.

WEBSITE

It is strongly recommended that the District create its own website dedicated to all District Events and the District Championship. Suggested items for the website, including but not limited to, are as follows:

- A link to the www.usfirst.org website
- Calendar and or dates of District Events and the District Championship
- Event names, venue location, event information, and event agenda (including directions and maps)
- Hotels, restaurants, and local businesses (attractions, hardware stores, etc.)
- A link for team lunch pre-orders

SIGNAGE

The District will need to determine the signage needed for all District Events and the District Championship. Suggested signage is as follows, however not all of the signs below will apply to all of the events.

- Parking
- Invited Guest Parking
- Team Parking
- Bus Parking
- Handicapped Parking
- No food or beverage allowed to be brought into facilities
- By entering this event, you agree to be photographed and recorded, which may result in distribution by *FIRST* to any media source it so chooses
- Safety glasses required in Pits at ALL times
- Pit Administration
- Pits
- Machine Shop
- Machine Shop Shuttle pick up and drop off
- NASA Machine Shop
- Team Viewing Area
- Shipping Desk
- *FIRST*® Robotics Competition (x3)
- *FIRST*®
- *FIRST*® Welcome
- Have you brought your Gracious Professionalism®?
- Team Drop Off
- Team Entrance
- Team Social

- Team Load In
- Robot Crossing
- NO Team Access
- Media
- Media Check-In
- Media and Invited Guest Check-In
- Judges Room
- Invited Guests
- Staff and Volunteers ONLY
- Volunteer Lounge
- Volunteer Check-In
- *FIRST*[®] Scholarship Information
- *FIRST*[®] Lego League
- *FIRST*[®] Tech Challenge
- Chairman's Award Interview Area
- Dean's List Award Interview Area
- Spare Parts
- AutoDesk
- Invited Guests Entrance
- Children under 12 must be accompanied, in the Pits, by an adult at ALL times
- NO one under 12 allowed into the Pit area without an adult
- Star of the Day Placards and Star of the Day Posters

EMERGENCY PLAN

An emergency plan is not required but strongly recommended for District Events and the District Championship. It is best to have a plan in place for emergencies (i.e., medical emergency, stormy weather, etc.) ahead of your event. The plan should include a chain of command and contact information.

MEDIA

The District must be prepared for media to be at each District Event and the District Championship. The District is not required to have a Media Coordinator but it would be helpful. It is this individuals' responsibility to be the event's representative and to participate in DPC meetings. The Media Coordinator is responsible for ensuring that event messaging is coordinated with media outlet and personnel and put a plan in place for media check-in, establishing and organizing a media room, informing the media of the event agenda, etc.

INVITED GUESTS/VIP'S

The District should have a plan in place for Invited Guests and VIP's to be at each District Event and the District Championship. The District will need to determine if there will be a VIP room and seating, whether food and or beverages will be available and or served, a VIP check-in table, a VIP tour, etc. The District will also need to determine if any invited guests or VIP's will be offered a speaking opportunity at Opening or Closing Ceremonies.

CATERING

The DPC will need to work closely with the Volunteer Coordinator regarding catering. Most venues provide onsite catering, however there are instances where the DPC will need to have catering brought into the events. Volunteers, staff, and or Invited Guests and VIP's will need to be accounted for in the food count.

VOLUNTEERS & STAFFING

It is strongly recommended that the District Leadership Entity appoint a Lead Volunteer Coordinator to recruit, assign and direct District Volunteer Coordinators who are responsible for individual District Events.

VOLUNTEER RECRUITMENT AND TRAINING

Volunteer recruitment is a task that begins before you sign your Memorandum of Understanding (MOU) and never really ends. For a new District, volunteer recruitment can feel like an overwhelming task. Some places for you to start your recruitment efforts are:

- Your local FRC teams
- High School Science and Math Departments
- Local Universities, Colleges and Tech Schools
- Engineering Societies
- Local Tech businesses
- A web site like Volunteermatch.org, or another local volunteer matching web site
- Local organizations who are unable to contribute funding may be able to offer Volunteers

The Executive Director for your District might be able to put you in touch with other *FIRST* volunteers or likely organizations.

First in Michigan (FIM) requires each Team in their District volunteers for two (2) positions at each event they attend. If the team would like to fill a single volunteer position with more than one (1) person (i.e.,

work in shifts) that is acceptable for certain volunteer positions, however each team must provide the equivalent of volunteers for two (2) full days for two (2) positions. These volunteers can be team members, mentors, parents, family members, friends, etc.

KEY VOLUNTEER ROLES

VOLUNTEER COORDINATOR (VC)

A dedicated Volunteer Coordinator is a must-have for successful district events. Our suggestion is that you fill this position first, and then recruit your other key Volunteers.

Beginning in November, VCs will be expected to report to *FIRST* on the status of Key Volunteer recruitment for their event. Key Volunteers should be assigned in the Volunteer Management System (VMS) as soon as they are recruited.

OTHER KEY VOLUNTEER ROLES

Your Key Volunteers can help you staff your other Volunteer positions. They are required to participate in training, and in turn train the volunteers that report to them. Some of these positions require *FIRST* HQ approval and certification. Be sure to fill Key Volunteer positions early.

- *FIRST* Technical Advisor (Requires *FIRST* HQ Approval and Certification)
- Head Referee (Requires *FIRST* HQ Approval and Certification)
- Judge Advisor (Requires *FIRST* HQ Approval and Certification)
- Lead Robot Inspector (Requires *FIRST* HQ Approval and Certification)
- AV Technical Coordinator
- Control System Advisor
- Event Manager
- Field Supervisor
- Game Announcer
- Lead Safety Advisor
- Lead Safety Glasses Advisor
- Lead Team Queuer
- Local Kickoff Coordinator (Key position for all Kickoffs)
- Master of Ceremonies
- Pit Administration Supervisor
- Registration System Supervisor
- Scorekeeper/Field Power Controller
- Team Social Coordinator (optional)

ONSITE EVENT STAFFING SCHEDULE

LEGEND:

| | |
|------------------------------------|--|
| Shaded areas = Required work hours | VM = Volunteer Meeting (Note 5) |
| OPT = Optional | JD = Judge Dinner |
| S/U = Set Up | RT = Referee Training |

| KEY VOLUNTEER POSITIONS | | | | | | | | | | | | |
|--|-----------|------------|----------|---------------------------|------|------|---------------------------|------|------|-----------------------|------|------|
| | Wednesday | | | Thursday | | | Friday | | | Saturday | | |
| | 8 am | Noon | 6 pm | 7:30a m | Noon | 6 pm | 7:30a m | Noon | 6 pm | 7:30am | Noon | 5 pm |
| | Noon | 6 pm | 8 pm | Noon | 6 pm | 8 pm | Noon | 6 pm | 9 pm | Noon | 5 pm | Done |
| Control System Advisor | | | | | | | | | | | | |
| Field Supervisor | | S/U | VM | | | OPT | | | | | | |
| Game Announcer | | | VM | OPT | OPT | OPT | | | | | | |
| Head Referee (Note1) | | | VM RT | OPT | OPT | RT | | | | | | |
| Judge Advisor (Note 2) | | | | | | JD | | | | | | |
| Lead Robot Inspector | | | VM | | | | | | | | | |
| Lead Safety Advisor | | | VM | | | | | | | | | |
| Lead Safety Glass Advisor | | | VM | | | | | | | | | |
| Lead Team Queuer | | | VM | | | | | | | | | |
| Master of Ceremonies | | | VM | OPT | OPT | OPT | | | | | | |
| Pit Administration Supervisor | | S/U | VM | | | | | | | | | |
| Registration System Supervisor | | S/U | | | | | | | | | | |
| Scorekeeper/Field Power Controller (Note 3) | | S/U OPT | VM | See Note 3 | | | See Note 3 | | | See Note 3 | | |

Note 1: Referee training may be conducted on either Wednesday or Thursday evening.

Note 2: Judge Advisors are nominated by the District Planning Committee. They are approved and assigned by FIRST Headquarters.

Note 3: Two Scorekeepers required on Friday and Saturday; only one required on Thursday.

ROLES & RESPONSIBILITIES

The overall responsibility for the District Event belongs to the District Committee Chairperson(s).

- The Executive Director will be the senior person on site and will assist the District Committee Chairperson wherever necessary. In the event that there is no Executive Director on site, the responsibility will belong to the highest ranking District Planning Committee member.
- The Event Manager will coordinate all the daily logistics and facilities coordination with the District Committee Chairperson(s).
- The FIRST Technical Advisor will coordinate the field and scoring setup. This individual will be responsible for robot and game rules interpretation.
- The Judge Advisor will be responsible for all for the judging activities and has the primary responsibility for the Judge room activities and decisions therein..
- The Volunteer Coordinator will be responsible for all volunteers on site.
- The Head Referee trains the referees, provides interpretation and clarification of rules, directs the actions of the referees, and makes final decisions regarding approval in cases of dispute.
- The Lead Robot Inspector trains the robot inspectors, provides interpretation and clarification of rules, oversees the robot inspection process, and makes final decisions regarding approval in cases of dispute.
- The Lead Safety Advisor trains the safety advisors, provides interpretation and clarification of the safety guidelines and directs the actions of the safety advisors.
- The Lead Team Queuer trains team queuing.

For more detail on this, please see the [Decision Authority Matrix found in Event Information Section 15](#) (page 10) of the Regional Planning Guide. A detailed Decision Authority Matrix with actual names must be prepared, and be available at each event.

GENERAL VOLUNTEERS

ROLES

The following is a list of general event volunteer roles recruited by the Volunteer Coordinator, unless otherwise noted:

- Ambassador*
- Ambassador Coordinator*
- Assign as Needed
- Awards Assistant
- Crowd Control
- Field Assembly
- Field Disassembly
- Field Reset/Repair
- FIRST* Technical Advisor Assistant (FTAA)
- Inspection Manager
- Judge Assistant
- Judge
- Machine Shop Attendant
- Machine Shop Staff
- Machine Shop Shuttle Driver
- Master of Ceremonies Assistant
- Pit Administration Support
- Pit Announcer
- Practice Field Attendant
- Referee
- Registration System Attendant
- Spare Parts Attendant
- Robot Inspector
- Safety Advisor
- Safety Glasses Attendant
- Scholarship Attendant
- Team Queuer
- Team Social Attendant*
- VIP/Media Information Table Attendant
- Volunteer Lounge Monitor*
- Volunteer Registration/Information Table Attendant

* These positions may not be required at all events. Volunteer Coordinators should work with members of their Regional Planning Committee to identify and recruit these volunteers. Many of these positions do not require previous experience.

ONSITE EVENT STAFFING REQUIREMENTS & SCHEDULES

--- VIEW CHART ON THE FOLLOWING PAGE ---

LEGEND:

| | |
|------------------------------------|------------------------|
| Shaded areas = Required work hours | VM = Volunteer Meeting |
| OPT = Optional | JD = Judge Dinner |
| S/U = Set Up | RT = Referee Training |

NOTE: Refer to Judges - Section 7 of the Regional Planning Guide to determine number of judges required.

VOLUNTEER SCREENING

VOLUNTEER INFORMATION AND MATCHING SYSTEM (VIMS)

FIRST utilizes an all event volunteer (U.S./Canada only) registration screening system as part of the Volunteer Information and Matching System (VIMS).

The screening process for each U.S. volunteer will include a National Sex Offender Registry and Criminal Background check. Screening for Canadian volunteers will be a two-part process including two reference checks and a personal interview via phone. The information volunteers will be required to enter into VIMS are birthdate, full given name, and home address.

VOLUNTEER TRAINING

After the volunteers are matched to the positions they will fill, the Volunteer Coordinator and Key Volunteers will need to train the volunteers and provide them with instructions for what to do on the day of the event. Most Key Volunteer Roles require some sort of online, phone or in-person training. The Volunteer Coordinator should ensure all key volunteers participate in any required training; including conference calls or webinars.

- Hold a volunteer meeting and orientation at least a week before the event
- Confirm that your Key Volunteers have trained their subordinates
- Confirm that your volunteers have received and reviewed the manual or guide associated with their role
- Key Volunteers will hold quick meetings with their subordinates on the day of the event

- Judge Advisor will run a Judges' meeting and will go over judging rules and offer suggestions about interviewing teams
- Head Referee will run a Referee meeting to go over rules and provide current game Q&A Forum responses
- FTA, Emcee, Game Announcer, Scorekeeper and Head Referee should meet to discuss match start communications, specific processes for requests for re-matches and other match specific topics

AFTER THE EVENT

NEXT STEPS

- Send thank you letters to VIPs and volunteers
- Send volunteers a token of appreciation
- Return any completed forms to *FIRST*; including Consent and Release forms; Conflict of Interest forms, Medical Incident Reports, and Non-Medical Incident Reports.
- Return game specific road cases, field electronics, spare parts, and any other items as noted in the roles and responsibilities list to *FIRST*

- Return rented or borrowed items
- Request feedback from DPC members and volunteers
- Hold a “Lessons Learned” meeting
- Schedule meeting to reconvene for planning next year’s event

WHO TO CALL AT *FIRST*

Your FRC Area Manager should be your main point of contact at *FIRST*, acting as your primary liaison for anything you may need from *FIRST* HQ.

Lori Burkhamer, FRC Area Manager

- (603) 666-3906 x481
- lburkhamer@usfirst.org

Miriam Somero, FRC Area Manager

- (603) 666-3906 x239
- msomero@usfirst.org

WORKING WITH *FIRST* RESOURCES

USFIRST.ORG

The usfirst.org website contains a number of resources available to the public:

- [Regional Planning Guide](#): A tool designed for Regional Planning Committees to use while planning local regional events and other related activities. Updated on an annual basis
- [FRC Landing Page](#): Main page for FRC program. Contains several links to helpful information
- [FRC Season Calendar](#): Calendar listing FRC events
- [FIRST Forums](#): Community forum available to the general public, covering Jr. FLL, FLL and FRC. [FTC](#) is hosted on a separate forum
- [FRC Blog](#): Blog written by Frank Merrick, Director of FRC

SENIOR MENTORS AND VISTA VOLUNTEERS

From recruiting teams to training teams, if your area has a Senior Mentor or an AmeriCorps Vista volunteer, you should feel comfortable reaching out for team specific assistance.

APPENDIX 1 – SITE SELECTION CHECKLIST

APPENDIX 2 – FIELD PERIMETER/PLASTICS

To purchase the FRC field perimeter (metal only):

Vendor – Bri Weld Industries

1. FRC Fields will be made to order – lead time from order to shipment is eight (8) weeks.
2. Cost of fields is \$13,973.50 for labor plus \$5,243.11 for materials which is subject to change based on cost of metals, plus cost of shipping.
3. Contact is Brian Potter - Telephone 603-622-9480; Fax: 603-627-8770.
4. Districts are responsible to pay Bri Weld Industries directly.

To purchase the FRC field plastics:

Vendor – Plastic Supply LLC

1. Two week lead time from Receipt of Order.
2. Cost: \$2,790.00 plus shipping - Price is firm until July 31, 2014.
3. Place order at 603 669-2727 or fax 603 668-1691 or email sales@plasticsupply.com.
4. Returns accepted of damaged product within 30 days of receipt. - Returns Authorization Document is required. Parts will be replaced - no credits. Returns to be sent to: Plastic Supply LLC, Attn: Returns, 735 East Industrial Avenue, Manchester NH 03109-5610 - copy of the email Order Confirmation or packing list and the RMA Document must be included with the shipment.
5. Districts are responsible to pay Plastic Supply directly.

APPENDIX 3 – NON-GAME SPECIFIC MATERIAL CASE DRAWINGS AND SPECIFICATIONS

1. RC-00100 (Qty – 3)
2. RC-00200 (Qty – 2)
3. RC-00700 (Qty – 2)
4. RC-00701 (Qty – 2)