

Qualifying Tournament Guide – Volunteer Role Descriptions

Pre-Requisite Key

A=Requires Technical Skills

B=Requires Previous FTC Experience

C=Requires Training and Previous Experience in this Role

NOTE: For Events using a Field Manager (which is recommended by FTC), several roles report to the FM. Events NOT using an FM should be clear with those Volunteers to whom they will report at the Event.

Role	Pre-Req	Cert	Description	Reports To
Control System Advisor	A, C	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 has the ability to affect the quality of the event.</p> <ul style="list-style-type: none"> Provides in depth technical support to help Teams troubleshoot and resolve Robot and control system issues Has in depth knowledge of the FTC Android-based control system and diagnostic tools Experienced with Wi-Fi and Wi-Fi direct networking 	FTA
Crowd Control Volunteer	none	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	C	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 students nomination prior to the interview taking place.</p>	Judge Advisor
Dean's List Reviewer	C	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	None	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	none	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 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 FTC Matches Provide spectators and Teams an overview of Game and the basic Rules frequently throughout Event 	Field Mgr.

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			<ul style="list-style-type: none"> • 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	A	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 Teams Driver Station has the correct software and operating system • Verify that the Driver's Station's settings are in compliance with the rules in the Game Manual Part 1 • Conducts practice matches to ensure the Drivers Station connects with the Robot Controller • Helps the Team to be successful 	FTA
Field Manager	B, C	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"> • Setup construction in collaboration with the FTC Technical Advisor and Event Manager • 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 Queuer	None	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"> • 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
Field Resetter	None	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	A, C	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, Field Control System, Scoring Software, etc.) and the FM is responsible for operational activities (Team Queuing, Playing Field Reset, etc.).</p> <ul style="list-style-type: none"> • Supervision of Field Control System set-up and tear down. • Pre-Match, in-Match, and post-Match Robot triage. 	Field Mgr.

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			<ul style="list-style-type: none"> • Providing as needed support to Teams during Match set-up and during the Match. • Explaining technical issues that may have affected Match play to Referees and students. • Providing assistance for the Scoring System. • All of the Field Manager's responsibilities if the FTA and FM positions are combined. 	
Floater	none	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 "No-Show" Volunteers who were assigned a specific position prior to the Event, but did not show up. 	varies
FTA Assistant	A, C	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	None	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	C	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 Team Matches, identify rule violations, and "call" them. They score the Game Elements and Autonomous points and record these on the Score Sheet. 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>	Event Director
Head Scorekeeper	C	Y	<p>The Head 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.
Judge	None	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 Awards recipients. 	Judge Advisor
Judge Advisor	C	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"> • 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. 	Event Director

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			<ul style="list-style-type: none"> Secure Match scores and rankings from the Scorekeeper to provide data to Judges throughout the Event as needed. 	
Judge Advisor Assistant	C	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. Ensure all Judges sign a Consent, Release, Hold Harmless form prior to start of Event. Breakdown of Judge Room at end of Competition, repack <i>FIRST</i> materials, return materials to Volunteer Coordinator. 	Judge Advisor
Judge Match Observer	None	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>	Judge Advisor
Lead Robot Inspector	A, C	Y	<p>Robot Inspectors perform mandatory Robot Inspections to ensure compliance with Robot construction rules.</p> <ul style="list-style-type: none"> Robot Inspectors determine Inspection outcome decisions (pass/fail). 	FTA
Lead Queuer	C	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 of 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>	Field Mgr.
Load-In/Setup Crew	None	N	<p>These Volunteers are responsible for setting up the Event before the Competition.</p>	Volunteer Coordinator
Load-In/Tear Down Crew	None	N	<p>These Volunteers are responsible for tearing down the Event after the Competition.</p>	Volunteer Coordinator
Photographer	None	N	<p>This person captures the Competition on film and/or video for archival and future publicity.</p>	Event Director
Pit Administrator	None	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	None	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
Pit Queuer	None	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"> Stage and position Teams for Matches. Restrict access to Field for unauthorized individuals. Maintain an uninterrupted flow of Teams to the Playing Field. 	Pit Manager

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			<ul style="list-style-type: none"> Direct Teams to Fields, and facilitate Team departure from Field. 	
Pit Runner	None	N	Escorts Teams from the Pit to the Queuing area. (This position may not be required depending on Venue logistics and proximity of Pits to Fields).	Pit Manager
Practice Field Monitor (optional)	A	N	Supervise the Practice Field area, including monitoring Team use of the Field and Game Elements.	Pit Manager
Public Relations Manager	None	N	Writes and distributes press releases before and after the event. Manages the invited guests, VIPs, or Sponsor representatives on site for the Event. Ensures they are greeted, provided with guided tours, and so forth while at the Event. They work closely with the Event Director (the QT Director may fill both roles).	Event Director
Referee	none	Y	<p>Observe Team Matches, identify rule violations, and "call" them. Calculate the official score of the Matches and participate in deliberations regarding contested calls. Work under the direction of 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"> Observe Matches, "call" rule infractions; determine penalties Participate in deliberations regarding contested calls. Complete and submit a scoring sheet, after each Match, to the Field Runners. Participate in discussions with other Referees to determine official Match scores. Monitor, promote safe practices on and around the Playing Field. 	Head Referee
Robot Inspector	A, C	Y	<p>Robot Inspectors are responsible to ensure every Robot follows the guidelines outlined in <i>FIRST</i> Tech Challenge Game Manual Part I 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"> Asses the Team's Robot and point out anything that is not in compliance with the Rules. Point out potential areas of entanglement (loose cables). Help the Team to be successful. Ensure that each Team's Robot is configured with the correct settings and software/firmware versions. Familiarize each Team with the Match process by leading them through a 'dry run' Match. 	Lead Robot Inspector
Scorekeeper	None	Y	<p>Manage and operate the Scoring and Field Control Systems. 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. 	Head Score.
Sponsor Development Manager	None	N	This person is responsible for identifying and working with Sponsors for the Event. They work closely with the Event Director (the QT Director may fill both roles).	Event Director
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
Technical Help Desk Volunteer	A, B	N	<p>Provides support to Teams throughout the day, including:</p> <ul style="list-style-type: none"> Battery recharging. 	FTA

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			<ul style="list-style-type: none"> • Samantha Module troubleshooting. • Wiring issues. • Programming debugging. 	
Video Crew	A	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	B, C	N	<p>The Volunteer Coordinator is responsible for the following:</p> <ul style="list-style-type: none"> • 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 FTC 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	A, C	N	<p>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 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"> • Monitors wireless activity to identify and resolve wireless issues • “Police” the wireless environment and look for clues for potential malicious activity during an event 	FTA