



## Nebraska Middle School Robotics Clean Sweep Invitational Tournament

The following volunteer positions are available at the Nebraska Middle School Robotics Clean Sweep Invitational Tournament. If you are interested in any of the following positions, please email [StCeciliaRobotics@gmail.com](mailto:StCeciliaRobotics@gmail.com) for more information.

Full details for the tournament can be found at the following address:  
<http://robotevents.com/robot-competitions/vex-robotics-competition/mount-michael-vex-robotics-elevation-scrimmage-1.html>

**Date of Competition:** February 28, 2010

**Venue:** Mount Michael Benedictine

**Capacity:** 24

**Location:** Elkhorn, Nebraska

### \* REGISTRATION AREA \*

#### **Registration Table (Team check-in folders, list of all teams with contact information)**

Greet Teams. Each team should receive a folder of information with their team number on front. You should be familiar with the facility layout, be able to help teams as needed and able to direct teams to the pit area. A complete list of checked in teams must get to the match scheduler so that the competitions qualification match schedule can be generated. When finished return to the volunteer room and help as needed. *Be welcoming and service oriented towards the teams, help them in any way possible.*

#### **Information Table (Programs, schedules, maps, handouts, mailing list signup sheet, food service menus)**

Greet guests, hand out programs, and help as needed. Encourage people to sign up on a mailing list to receive information about next years' events and volunteer opportunities such as planning committee members. Point out all areas for guests to visit; Competition area, pit area, food service, etc. Guests will only receive a general schedule of the day in their program. If they have specific match time questions, refer to the qualification match schedule available after 1pm. *Social, talkative, able to handle inquiries and direct them to the right people in the building.*

### \* PIT AREA \*

#### **Pit Manager (2-way radio, master schedule, pit map of teams, PA system, clipboards, highlighters)**

Does what it takes to keep the event running by getting teams to the competition area on schedule. Work at the pit information table to monitor the schedule, make public announcements, and answer teams' questions as necessary. Communicate with on-deck manager in the competition area for queuing the teams. For the most part teams should be responsible for getting themselves to the scheduled matches on time, but can easily lose track of time as they prepare for the next match. For larger events or where teams are spread out over different areas, a Pit Assistant and/or Pit runners can help track down and queue teams as needed. This can go a long way to keeping the event on schedule. *Help teams be prepared to compete, support the schedule, be a resource for the teams.*

#### **Pit Assistant (may use tools provided to the Pit Manager)**

The Pit Assistant receives instruction from the Pit Manager and they work together to keep teams flowing to allow the event to proceed on schedule. In many cases the Pit Assistant will control the PA system and make only those announcements that are essential to keeping things moving.

#### **Pit Runner**

Tracks down teams as directed by the Pit Manager or Pit Assistant and queues them for the competition area.

**\* PIT AREA \* Continued**

**Practice Field Manager (stop watch, tether cords, signup sheet/schedule, rules)**

Oversees the practice field(s) to be sure teams are getting equal access time and a safe environment is maintained at all times. Whenever busy, use the stopwatch to put teams on the clock to keep teams moving through. The Practice Field Manager can monitor two fields (providing they are adjacent to each other), but for larger events that have more than two practice fields consider adding an “Attendant” to each field. Make sure teams are set up to operate in the proper mode being used for this event (tethers or wireless). *A willingness to be decisive and maintain control is important.*

**Practice Field Attendant (stop watch, tether cords, signup sheet/schedule, rules)**

See “Practice Field Manager” above.

**Inspector (Team List, inspection check-lists, clip board & pen, sizing box, PC’s for checking code)**

Conduct inspections of robots to verify machines conform to specifications and requirements. All inspectors must read and understand the rules pertaining to robots before the competition. Some inspectors should be able to use and understand easyC (the most frequently used competition programming) to check software version compatibility before the robot is passed for competition. There will be a mandatory training on the morning of the event. (Suggestion: the referee team can be a way to augment the inspectors to facilitate most of the inspections before the competition phase of the day begins.) There needs to be at least one inspector available even after matches have begun. *Disciplined people that can apply the rules, weigh interpretations and make decisions are helpful here. There may be “teachable moment” opportunities to help get robots to pass inspection, which is the ultimate goal.*

**\*COMPETITION AREA\***

**On-Deck Manager (2-way radio, master match schedule, highlighter, pen)**

Communicate with the Pit Manager (or Pit Manager Assistant) via radio if necessary to stage teams in the competition area. The On-Deck Manager is responsible for keeping close track of what teams are in the queue and guides the teams on deck, directing them to the appropriate areas to prepare for matches.

**Team Queuers (master match schedule, highlighter, pen) (optional for larger events)**

Team Queuers in the competition area assist the On-Deck manager with accounting for teams and escorting them through the preparation sequence before the matches. If crystals are required this adds a step in the preparation process.

**Field Manager-one per field (crystals, match schedule by Field, highlighter, pen)**

Interfaces with the on-deck boss to receive teams and correctly place them on the appropriate field and position for the next match. Remind teams to make sure their robots are ready to compete (red/blue alliance flags, and check wireless communications). The field manager is key in helping to make sure that fields are turned over as quickly as possible to maintain the preset cycle time used in the schedule. Tip: Events fall behind because time is lost in between the end of a match and the beginning of the next, manage this and events will stay on schedule. Also maintain a smooth flow of traffic as teams retrieve robots and leave the playing field.

**Field Assistant**

Primary function is to reset the game playing field after each match. Assist the field manager or referee in any way needed. Students with *high energy* make great field resetters.

**A/V Technology Support**

The Technology support person is absolutely critical to the operation of the event. This person oversees and if necessary operates the scoring system and all A/V not handled by third party contractors. This person must be fluent with IFI Tournament Software, the computer running the scoring software, and all A/V equipment in use. This person supervises all the tech and A/V positions. *This specialized role has its own skill requirements; experience in media productions is a plus.*

## **\*COMPETITION AREA\***

### **Timekeeper/Scorekeeper (Computer and field control system, match schedule)**

This person should be dedicated to running the field control system, starting the clock for each match, and entering scores. Knowledge of how to operate the software needs to be obtained prior to the day of the event. Also coordinate with the emcee the displaying of match results at appropriate times. *Comfortable with using a PC and custom software.*

### **Referees, designate one head referee (clip board, pencil, score sheets, match schedule for the field)**

Oversees that fields are properly reset for each match, is cognizant of time cycle of matches and helps the field manager to stay on schedule. Checks that teams are placed correctly at the field and prepares them to compete. The most important role of the referee is to correctly interpret and consistently enforce the rules of the game to score the match upon completion. It is beneficial to have a head referee who can organize and oversee all referees. Other duties of a head referee include referee training and being a final authority for any rulings. *Effective decision maker, confident, projects authority, good natured, consistent, willing to prepare properly.*

### **Announcer\* (microphone, detailed match schedules for announcing teams, team backgrounds if available)**

Announces all teams for the matches. Coordinates back and forth dialog with the Emcee to help develop interest in the event

### **Emcee\* (headset microphone, clipboard, match schedule)**

Does the play by play and “calls” the games as they are played. Responsible for coordinating with the Announcer and maintaining an upbeat atmosphere at the event.

## **\*JUDGING\***

**Each event has to decide how the judging process will be facilitated; the Judges Guide can assist with that decision. Pay careful attention to how this decision impacts volunteer requirements, some of the volunteers listed below may not be needed.**

### **Judges**

Judges have the responsibility to gather information from teams and assess it against listed criteria to determine the most deserving teams to be awarded a number of awards. Judges must read detailed descriptions of the awards before they get to the event and understand the process used to evaluate and deliberate over these various awards. Special training is required of judges to be properly prepared. The number of judges needed is proportional to the number of teams participating (generally 2 judges for every eight teams).

### **Awards Assistant**

Assists the Judge Coordinator in many important logistical areas. The Awards Assistant will be in charge of collecting and tabulating ballots for any awards being voted on by teams or volunteers. The Awards Assistant will maintain the Excellence Award Spreadsheet (if being used at that event), will help the Judge Coordinator complete the script for the award ceremony and will be responsible for setting up, displaying and managing the handing out of awards during the ceremony.

### **Judging Staging Manager (early morning only, judging schedule, clip board, 2-way radio)**

Coordinate with the pit manager to get teams to the judging staging area. Manager is responsible for staging each team to the appropriate room for each team’s interview. (This position is not needed at events without awards requiring private interviews)

### **Judging Escorts**

Take direction from the Judging staging manager. If necessary (small venues may not need to provide escorts) lead teams from the pit staging area to the appropriate room for each of their interviews.

### **Judging Interview Timekeeper (stop watch, schedule of teams to be interviewed, [Timekeeper’s Instructions](#))**

It is the timekeeper’s job to keep these interviews running on schedule. This includes encouraging the judges to stay on schedule.

**\*OTHER\***

**Volunteer Floaters (all day)**

These are extra volunteers to assist on an as-needed basis. If all positions are covered the floaters can provide relief for other volunteers, as needed.

**Clean-up Crew (Upon Conclusion)**

Assist in cleaning up after the competition. Everything will need to be cleaned out of the competition area, pit area, and judging rooms. Equipment needs to be transported back to storage and put away. Do what it takes to restore the facility to as good as or better condition than you started, as you wish to be invited back.