

Volunteer Role Descriptions

Role	Description	Reports to
Control System Advisor (CSA)	<p>The Control System Advisor (CSA) role is to help teams with robot control system related issues. The CSA works in collaboration with the <i>FIRST</i> Technical Advisor (FTA) and robot inspectors, who may direct teams experiencing issues on the field or in the pits to the CSA for help. This position requires a high-level of technical knowledge and people skills and can 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. -Experienced with Wi-Fi and Wi-Fi direct networking. <p>Prerequisite: In-depth knowledge of the <i>FIRST</i> Tech Challenge Android based control system and diagnostic tools. High level of technical knowledge and interpersonal skills, <i>FIRST</i> experience. BlueVolt training course. Minimum Age Requirement: 18+ and post high school or equivalent.</p>	<p><i>FIRST</i> Technical Advisor</p>
Crowd Control Volunteer	<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 spaces. <p>Prerequisite: <i>FIRST</i> experience preferred, but not required. Minimum Age Requirement: *15 years of age or older, 18+ preferred.</p>	<p>Volunteer Coordinator</p>
Dean's List Interviewer	<p>Responsible for interviewing the Dean's List semi-finalist(s) and writes notes for each student.</p> <ul style="list-style-type: none"> -6 –10 – minute interview that will happen either remotely or at an event (interviews will not take place at a regional championship tournament). Those regions will require the interviewer to interview the student remotely. -Interviewers spend time reviewing the student's nomination before the interview takes place. <p>Prerequisite: <i>FIRST</i> experience, BlueVolt training courses. Minimum Age Requirement: 21 years of age or older.</p>	<p>Judge Advisor</p>

Dean's List Reviewer	<p>Responsible for reviewing Dean's List nominations and interviewer notes to decide which 2 - 4 students from a region will move to the next level of Dean's List finalist.</p> <p>Prerequisite: <i>FIRST</i> experience, BlueVolt training courses. Minimum Age Requirement: 21 years of age or older.</p>	Program Delivery Partner
Disc Jockey	<p>Plays high-energy, appropriate music throughout the competition. Works with the emcee and technical director to coordinate music and the awards ceremony.</p> <ul style="list-style-type: none"> -Monitors the energy of the crowd. -Increases or decreases musical selections based on crowd enthusiasm. <p>Prerequisite: <i>FIRST</i> experience preferred, but not required. Minimum Age Requirement: *15 years of age or older, 18+ preferred.</p>	Volunteer Coordinator
Emcee	<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 keeping the pace of the event.</p> <ul style="list-style-type: none"> -Hosts the opening and awards ceremonies. -Provide spectators and teams with an overview of the game and the basic rules often throughout event. -Announce teams taking part in matches. <p>Prerequisite: <i>FIRST</i> experience preferred, but not required. BlueVolt training course. Minimum Age Requirement: 18+ <i>and</i> post high school or equivalent.</p>	Field Supervisor
Event Administrator	<p>The event administrator is a role that acts as a substitute for the Program Delivery Partner (PDP) level of access to the FTC Scoring system.</p> <ul style="list-style-type: none"> -Inviting event management staff, coaches, and volunteers to create accounts and certify. -Assigning volunteers to designated roles in Volunteer Management System (VMS). -Managing event schedule, including opening/closing ceremonies, and assigning teams, judges and the judge advisor. -Add and distribute links for virtual judging sessions. <p>Prerequisite: <i>FIRST</i> experience, but not required. BlueVolt training course. Minimum Age Requirement: 21 years of age or older.</p>	Program Delivery Partner

Event Photographer	<p>The Event Photographer volunteers for <i>FIRST</i> Tech Challenge photograph and document the event via digital images.</p> <ul style="list-style-type: none"> -Possess and bring camera equipment (not cell phones). The event will not be responsible for nor provide equipment. -Work with Event Planning Committee and/or Event Leadership to develop a shot list. Pictures should include teams, robots, and volunteers. -Share pictures with Event Leadership within 2 weeks of the event <p>Prerequisite: <i>FIRST</i> experience preferred, but not required. Minimum Age Requirement: 18 years of age or older.</p>	Volunteer Coordinator
Field Inspector	<p>The field inspection 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 and to remind 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 the team’s driver station and robot controller have the correct software and operating system. -Verify the driver station and robot controller’s settings are comply with the rules in the Game Manual Part 1. -Conduct practice matches to ensure the drivers station connects with the robot controller. -Help the team to be successful. -Be fair and apply the same level of thoroughness to every team. <p>Prerequisite: Familiarity with the <i>FIRST</i> Tech Challenge control system; Experience with devices using the Android operating system. BlueVolt training course. Minimum Age Requirement: 18+ <i>and</i> post high school or equivalent.</p>	<i>FIRST</i> Technical Advisor
Field Supervisor	<p>Take part 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 keeping the pace of the event.</p> <ul style="list-style-type: none"> -Field setup in collaboration with the technical advisor and tournament director. -Direct field resetters. -Helps direct Queuer volunteers to ensure teams are arriving to the field on time -Help keep matches running on time. -Collaborate with the emcee and Tournament Director to watch and adjust game pace, as needed. -Watch and record team interactions, team behavior, and behavior that is questionable. 	Tournament/Event Director

	<p>Prerequisite: Previous experience as a Field/<i>FIRST</i> Technical Advisor and/or as a Referee is required. BlueVolt training course.</p> <p>Minimum Age Requirement: 21 years of age or older.</p>	
Field Resetter	<p>Reset the playing field after each 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 match. -Check field for debris after match, remove. -Check field for damage; report damage to Head Referee. <p>Prerequisite: <i>FIRST</i> experience strongly preferred, but not required. BlueVolt training course.</p> <p>Minimum Age Requirement: *13 years of age or older.</p>	Field Supervisor
<i>FIRST</i> Technical Advisor (FTA)	<p>The <i>FIRST</i> Technical Advisor (FTA) and field supervisor work together to keep the areas in and around the robot playing fields running smoothly. The FTA concentrates on the technical issues (robots, scoring software, etc.) and the Field Supervisor is responsible for operational activities (team queuing, playing field reset, etc.).</p> <ul style="list-style-type: none"> -Pre-match and post-match robot triage. -Providing as needed support to teams during match set-up. -Explaining technical issues that may have affected match play to Referees and students. -Providing help for the scoring system. -All the Field Supervisor’s responsibilities if the FTA and Field Supervisor positions are combined. <p>Prerequisite: <i>FIRST</i> experience, strong technical know-how and in-depth knowledge of the <i>FIRST</i> Tech Challenge Android based control system and diagnostic tools; TETRIX® and REV Robotics® Design Systems; Familiarity with the <i>FIRST</i> Tech Challenge Live Scoring System; Experience with devices running the Android operating system; Experience with Wi-Fi and Wi-Fi Direct networking. Ability to use deductive reasoning to solve technical problems; and Ability to repair damage to the playing fields. BlueVolt training course.</p> <p>Minimum Age Requirement: 18+ and post high school or equivalent.</p>	Field Supervisor
<i>FIRST</i> Technical Advisor Assistant (FTAA)	<p>The <i>FIRST</i> 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 and 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>	<i>FIRST</i> Technical Advisor

	<p>Prerequisite: <i>FIRST</i> experience, strong technical know-how and in-depth knowledge of the <i>FIRST</i> Tech Challenge Android based control system; TETRIX® and REV Robotics® Design Systems; Familiarity with the <i>FIRST</i> Tech Challenge Live Scoring System; Experience with devices running the Android operating system. BlueVolt training course.</p> <p>Minimum Age Requirement: 18+ <i>and</i> post high school or equivalent.</p>	
Floater	<p>Volunteer floaters provide help in various areas.</p> <ul style="list-style-type: none"> -Frequently help with last-minute tasks identified by event staff. -Fill volunteer positions for volunteers who were assigned a specific position before the event but could not attend the event. <p>Prerequisite: <i>FIRST</i> experience strongly preferred, but not required.</p> <p>Minimum Age Requirement: *Dependent on role assigned.</p>	Volunteer Coordinator
Game Announcer	<p>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. <p>Prerequisite: <i>FIRST</i> experience strongly preferred, but not required. BlueVolt training course.</p> <p>Minimum Age Requirement: *15 years of age or older.</p>	Field Manager
Head Referee	<p>Refereeing at a <i>FIRST</i> competition is different from a traditional sporting event in that the referees help the competitors to avoid breaking the rules of the game. Referees watch matches, identify rule violations, and “call” them.</p> <ul style="list-style-type: none"> -Head Referees play a critical role in ensuring smooth flow of match play and keeping the pace of the event. -The Referees work under the direction of the Head Referee and may be needed to take part in deliberations about contested referee calls by teams. <p>Prerequisite: Previous experience as a Referee. BlueVolt training course.</p> <p>Minimum Age Requirement: Must be at least 21 years of age and be at least three (3) years removed from a team to serve in this role.</p>	Tournament/Event Director
Judge	<p>The primary role of a Judge is to interview teams, and to decide which teams deserve an award based on team interviews, the robot, match play, and the engineering portfolio.</p>	Judge Advisor

	<p>Judges are paired in groups of 2 - 3 to interview a set number of teams before the competition begins as well as interviews in the pit area.</p> <ul style="list-style-type: none"> -Interview and watch teams in the judging rooms, the pit, and on the playing field. -Take part on judge panel to decide team award recipients. <p>Prerequisite: <i>FIRST</i> experience. BlueVolt training courses. Minimum Age Requirement: 18+ <i>and</i> post high school or equivalent allowed to serve in this role with HQ approval, 21 preferred.</p>	
<p>Judge Advisor (JA)</p>	<p>The Judge Advisor coordinates the judging process, which includes facilitating group deliberation sessions, ensuring the award decisions are made, and the awards script is written. Sometimes the Judge Advisor trains judges and can help in scheduling the judging interviews. The Judges, Judge Advisor 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"> -Facilitates judge deliberations to help the judges in deciding which teams deserve which awards. -Review expectations for the day and the schedule with the Judges and Judge Advisor Assistants. -Receive list of teams registered for the event and any that have received the Inspire award. -Secure match scores and rankings from the Scorekeeper to provide data to Judges throughout the event as needed. <p>Prerequisite: Previous experience as a Judge. BlueVolt training courses. Minimum Age Requirement: Must be at least 23 years of age and be at least three (3) years removed from a team to serve in this role.</p>	<p>Tournament/Event Director</p>
<p>Judge Advisor Assistant (JAA)</p>	<p>The Judge Advisor Assistant is not a judge, does not interview teams, or take part 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 support, for example, type awards scripts on laptop. -Organize and ensure all materials and supplies needed are available, and correctly placed on tables. -Breakdown of judge room at end of competition, repack <i>FIRST</i> materials, return materials to Volunteer Coordinator. <p>Prerequisite: <i>FIRST</i> experience. BlueVolt training course. Minimum Age Requirement: 18+ <i>and</i> post high school or equivalent</p>	<p>Judge Advisor</p>

Judge Match Observer	<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.</p> <ul style="list-style-type: none"> -Watch the action on the field -Collect data on the quality of the robot performance. <p>Prerequisite: <i>FIRST</i> experience. BlueVolt training course. Minimum Age Requirement: 18+ <i>and</i> post high school or equivalent.</p>	Judge Advisor
Lead Field Inspector	<p>Field Inspectors perform mandatory field inspections to ensure that every robot can successfully connect and compete in a match. Lead Field Inspectors supervise the Field Inspectors and act as a resource to the Field Inspectors performing the inspections.</p> <ul style="list-style-type: none"> -Serves as a guide and resource to the field inspectors who are responsible for inspecting the robot controller and driver station Android devices. <p>Prerequisite: Previous experience as a Field Inspector. BlueVolt training course. Minimum Age Requirement: 21 years of age or older.</p>	<i>FIRST</i> Technical Advisor
Lead Queuer	<p>Lead Queuers manage the flow of teams to and from the competition area. Lead queuers will</p> <ul style="list-style-type: none"> -Work with the tournament director and the <i>FIRST</i> Technical Advisor (FTA) to create unrestricted paths to and from the pit area to the competition area. -Create and manage a safe, orderly flow of robots/teams to and from the competition will help to keep all the matches running on time. -Properly stage alliances in holding areas, while ensuring the proper numbers of teams are in the queue. -Acts as an important part of the event management team, working directly with the Tournament Director, <i>FIRST</i> Technical Advisor, and the Queuing staff. <p>Prerequisite: Previous experience as a queuer. BlueVolt training course. Minimum Age Requirement: 18+ <i>and</i> post high school or equivalent.</p>	Field Supervisor
Lead Robot Inspector	<p>Robot Inspectors perform mandatory robot inspections to ensure compliance with robot construction rules. Lead Robot Inspectors supervise the Robot Inspectors and act as a resource to the Robot Inspectors performing the inspections.</p> <ul style="list-style-type: none"> -Robot Inspectors decide inspection result (pass/fail). -Serves as a guide and resource to Robot Inspectors who inspect the robot size, hardware, and electronics to discover if the robot is legal and ready for competition. 	<i>FIRST</i> Technical Advisor

	<p>Prerequisite: Previous experience as a Robot Inspector. BlueVolt training course. Minimum Age Requirement: 21 years of age or older.</p>	
Lead Scorekeeper	<p>The Scorekeeper helps the flow of the event and provides information and match scores to the teams and to the audience. The Lead Scorekeeper is the person responsible for making sure the scoring system is handled and set up correctly and that match scores are entered accurately.</p> <p>Prerequisite: Previous experience as a Scorekeeper. BlueVolt training course. Minimum Age Requirement: 21 years of age or older.</p>	Field Supervisor
Load-In/Load-Out Crew	<p>These volunteers are responsible for either: -Setting up the event before the competition OR -Tearing down the event after the competition.</p> <p>Prerequisite: <i>FIRST</i> experience preferred, but not required. Minimum Age Requirement: *13 years of age or older.</p>	Volunteer Coordinator
Pit Administrator	<p>The Pit Administrator (or Pit Manager) is responsible for setting up the pit area, -Trains the pit area volunteers. -Manages all activities in the pit area including coordination of pit administration table and team interface. -Responsible for making sure event attendees have the information they need about the event. -Provides high level of customer service. -Collaborates with emergency medical technicians. -Could be responsible for team and volunteer registration.</p> <p>Prerequisite: Previous <i>FIRST</i> and event experience. BlueVolt training courses. Minimum Age Requirement: 21 years of age or older.</p>	Tournament/Event Director
Practice Field Attendant (Optional)	<p>Supervise the practice field area, including watching team use of the field and game elements.</p> <p>Prerequisite: <i>FIRST</i> experience preferred, but not required.</p>	Pit Administrator

	Minimum Age Requirement: *15 years of age or older.	
Queuer	<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 keeping the pace of the event.</p> <ul style="list-style-type: none"> -Escorts teams from the pit to the queuing area. -Stage and position teams for matches. -Restrict access to the field for unauthorized individuals. -Maintain an uninterrupted flow of teams to the playing field. -Direct teams to fields, and from the field. <p>Prerequisite: <i>FIRST</i> experience preferred, but not required. BlueVolt training course. Minimum Age Requirement: *15 years of age or older.</p>	Lead Queuer
Referee	<p>Referees have two main role distinctions; watching matches to call penalties and tracking the status of the match. Referees report to the Head Referee. Play a critical role in ensuring smooth flow of match play and keeping the pace of the event.</p> <p>Penalties</p> <ul style="list-style-type: none"> -Watches team matches, identifies rule violations, and "calls" them. -Helps the competitors to avoid breaking the rules of the game. -Take part in deliberations about contested calls, working directly through the Head Referee. <p>Scoring</p> <p>Referees watch the status of the game and scoring elements during match play. There will be one Referee assigned to the blue alliance side of the field, and the other to the red alliance side of the field. They may track the status of the field on paper or using scoresheets. Some tournaments may use live scoring, and the Referee will use an application installed on either a phone or tablet to track the status of the field.</p> <ul style="list-style-type: none"> -Watch matches, helps teams to avoid rule violations. -"Call" rule violations when necessary; decide penalties. -Communicates penalties and rule violations to the penalty Referee throughout the match. -Take part in deliberations about contested calls. -Watch and promote safe practices on and around the playing field. <p>Prerequisite: Previous <i>FIRST</i> experience. BlueVolt training course. Minimum Age Requirement: 18+ and post high school or equivalent.</p>	Head Referee
Robot Inspector		

	<p>Robot Inspectors are responsible to ensure every robot follows the guidelines outlined in <i>FIRST</i> Tech Challenge Game Manual Part 1 and are ready to compete on the field. The inspection process involves filling out a checklist for every robot and placing a label or other unique tag on the robot after it passes inspection.</p> <ul style="list-style-type: none"> -Go through the inspection sheet with the team. -Assess the team’s robot and identify anything that is not in compliance with the rules. -Identify potential areas of entanglement (loose cables). -Help the team to be successful. <p>Be fair and apply the same thoroughness to every team.</p> <p>Prerequisite: Previous <i>FIRST</i> experience. BlueVolt training course. Minimum Age Requirement: 18+ <i>and</i> post high school or equivalent.</p>	Lead Robot Inspector
Scorekeeper	<p>Manage and operate the scoring system. Play a critical role in ensuring smooth flow of match play and keeping the pace of the event.</p> <ul style="list-style-type: none"> -Set up the scoring system; ensure equipment works properly -Manage scoring system displays, post-match scores to audience and teams. -Help with breakdown of scoring system. <p>Prerequisite: Familiarity with the FTC Scoring system preferred. Previous <i>FIRST</i> experience. BlueVolt training course. Minimum Age Requirement: 18+ <i>and</i> post high school or equivalent.</p>	Lead Scorekeeper
Team Registration	<p>Team Registration volunteers are responsible for checking teams in at the start of the event, ensuring they have presented a complete team roster, and providing the teams with their event day registration materials. This can also be done as part of the Pit Administrator’s responsibilities.</p> <p>Prerequisite: <i>FIRST</i> experience preferred, but not required. BlueVolt training course. Minimum Age Requirement: 18+ <i>and</i> post high School or equivalent.</p>	Volunteer Coordinator
Tournament/Event Director	<p>The Tournament Director’s role is to plan and deliver <i>FIRST</i> Tech Challenge events, following the requirements in the agreement between the Program Delivery Partner and the Tournament Director, or between the Program Delivery Partner and <i>FIRST</i>.</p> <ul style="list-style-type: none"> -Works with the Program Delivery Partner to secure event venues for the season’s events. -Creates event schedule, including judging schedules and match schedules. -Creates floorplan and event layout for event day. -Sets up load-in/load-out schedule. -Works with the Volunteer Coordinator to identify staffing needs for the entire event. 	Program Delivery Partner

	<p>-Serves as the principal liaison with the facility manager. -Coordinates food, t-shirts, etc. for events.</p> <p>Prerequisite: <i>FIRST</i> experience. High level of technical knowledge and interpersonal skills. BlueVolt training course. Minimum Age Requirement: 21 years of age or older.</p>	
Video Crew	<p>Captures the competition on film and/or video for archival and future publicity.</p> <p>Prerequisite: <i>FIRST</i> experience preferred, but not required. Minimum Age Requirement: 18+ <i>and</i> post high school or equivalent.</p>	Tournament/Event Director
Volunteer Coordinator	<p>The Volunteer Coordinator is responsible for recruiting the necessary volunteers needed to run a successful <i>FIRST</i> Tech Challenge event and is the onsite POC for select roles.</p> <ul style="list-style-type: none"> -Recruits all volunteers. -Works with the program delivery partner and tournament director during the event. -Primary contact for all volunteers. -Works closely with program delivery partner of <i>FIRST</i> Tech Challenge planning committee. -Manages and inspires volunteers. <p>Prerequisite: Previous experience managing and communicating with multiple volunteers. <i>FIRST</i> experience. BlueVolt training courses. Minimum Age Requirement: 21 years of age or older.</p>	Program Delivery Partner
Volunteer Check-In (Optional)	<p>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. This can also be done as part of the Pit Administrator’s responsibilities.</p> <p>Prerequisite: <i>FIRST</i> experience preferred, but not required. BlueVolt training course. Minimum Age Requirement: 18 years of age or older</p>	Volunteer Coordinator
Wi-Fi Technical Advisor (WTA)	<p>The Wi-Fi Technical Advisor (WTA) is the technical volunteer who helps ensure the wireless environment at an event is clean and not too noisy. The WTA is also responsible for monitoring the wireless spectrum and troubleshooting wireless issues at large and critical <i>FIRST</i> Tech Challenge events. Not every <i>FIRST</i> Tech Challenge event will require a WTA. Most</p>	<i>FIRST</i> Technical Advisor

	<p>smaller events (less than 40 robots) do not need the skills of a WTA. Monitors the wireless environment and looks for clues for potential malicious activity during an event.</p> <p>Prerequisite: <i>FIRST</i> experience. High level of technical knowledge and interpersonal skills. BlueVolt training course.</p> <p>Minimum Age Requirement: 21 years of age or older</p>	
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***Volunteer Minimum Age Requirement**

The minimum age requirement for a *FIRST* volunteer is **13 years old**. A minor must have a parent or guardian give written permission to volunteer and minors must work in pairs as assigned by *FIRST* in accordance with the [FIRST Youth Protection Program](#) policy.