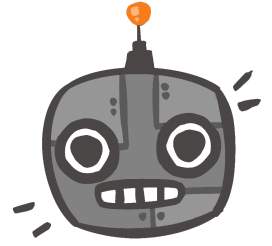


Ridgefield VEX Robotics Tournament

Volunteer Roles Descriptions



Schedule:

Friday, November 22nd, 2024

2:30 - 8:00 pm Event Setup - end time may (hopefully) be earlier based on number of volunteers

Saturday, November 23rd, 2024

7:00 AM Doors Open

7:15 - 8:30 Registration and Inspection

8:30 - 8:50 Drivers Meeting, Announcements, and Introductions

9:00 - 2:00 Qualification Rounds & Skills Competition*

2:15 - 2:30 Alliance Selection

2:45 - 4:30 Elimination & Championship Rounds, Awards**

Volunteers should complete [this form](#) or email Mr. Murphy at mmurphy@ridgefieldps.net with preferred role(s) and available hours as well as any questions.

Learn more about this year's game at <https://www.vexrobotics.com/v5/competition/vrc-current-game>

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Volunteer Roles for Students or Adults

Field Reset

Field Reset Volunteer ~8:15am ~ 3:30pm - 4-8 people, can broken up into smaller shifts (students or adults)	
Responsibility: <ul style="list-style-type: none"> Accurately reset scoring objects and game elements on the VEX competition fields after each match. 	Skills Needed: <ul style="list-style-type: none"> No experience required Ability to review field diagrams to place game objects in correct location on the competition fields Move quickly around the fields Good listening skills

Queuing

Queuing Volunteer ~ 8:15 am ~ 1:00 pm - at least 6 people for qualifying matches (students & adults needed) ~1:00pm ~ 3:30pm - at least 4 people for elimination matches (students & adults needed) Can be broken into smaller shifts	
Responsibility: <ul style="list-style-type: none"> Line up (queue) teams for each match from the queue tables to the game field to help keep matches on schedule. Ensure robots are in order according to the Match List report and aligned with the correct game field. 	Skills Needed: <ul style="list-style-type: none"> No experience required Communicate effectively Pay attention to detail Stay organized in fast-paced environment

Photography and/or Videography

Photography & Videography ~ any time throughout the event - as many as are interested.	
Responsibility: <ul style="list-style-type: none"> Take photos and/or videos Upload and share with mmurphy@ridgefildps.net 	Skills Needed: <ul style="list-style-type: none"> No experience required Just need a camera

National Anthem (please contact Ms. Verney-Fink)

8:15 am - 8:45 am (Anthem to be performed at 8:30 am) - as many as interested	
Responsibility: <ul style="list-style-type: none"> Perform National Anthem 	Skills Needed: <ul style="list-style-type: none"> Musicality

Breakdown volunteer (after the event)

Breakdown ~2:00pm ~ 4:00pm - early breakdown of skills & practice fields not in use - as many as available
~4:00pm ~ 5:00pm or whenever we're done - all Robotics Club members & everyone still there!

Responsibility:

- Disassemble fields and collect game elements
- Pack materials in transport containers
- Load equipment into trailer

Skills Needed:

- No experience required
- Everyone's help is needed!

Volunteer Roles for Adults Only

Team Check-in Volunteer

[Team Check-In](#) ~7:00am ~ 9:00 am --- 1-2 people (at least one adult)

Responsibility:

- Welcome teams as they arrive at the event.
- Verify each team's information and adult team contact person.
- Collect Engineering notebooks, Consent Forms, event registration fees and/or other information or documents (confirm with Event Partner).
- It is extremely important to provide an accurate list of teams that have checked in to the Event Partner before the MatchSchedule is generated.

Skills Needed:

- No experience required.
- Pay attention to detail.
- Communicate effectively.

Volunteer Check-in

[Volunteer Check-in](#) ~7:00am ~ 9:00 am - 1-2 people (at least one adult)

Responsibility:

- Verify volunteer names, roles, and schedules
- Provide volunteers with materials, which may include name badges, maps, t-shirts, etc., based on the event
- Introduce volunteers to the people who will provide training, and direct volunteers where to report

Skills Needed:

- No experience required.
- Pay attention to detail.
- Communicate effectively.
- Comfortable using computer

Concessions Volunteer

Concessions Volunteer ~7:00am ~ 4:00pm ~ can be broken up into smaller shifts (adults and students if needed)	
Responsibility: <ul style="list-style-type: none"> • Sell food and beverages • Gloves must be worn at all time by volunteers serving pizza • Keep track of collected money 	Skills Needed: <ul style="list-style-type: none"> • No experience required. • Collect money and make change • Customer service4 of 4

Judge

Judge Volunteer 7:45am ~ 3:30pm - 20+ people needed (adults only) Notebook, Interview Rubrics Judging Guide	
Responsibility: <ul style="list-style-type: none"> • Review Engineering Notebooks • Judge presentations in-person • Observe teams on the competition floor • Walk around to interview teams in the pit areas (most Judges). 	Skills Needed: <ul style="list-style-type: none"> • Pay attention to detail and be impartial • Interact positively with students • Communicate effectively • Prefer some judging experience, but beginners can be trained quickly and easily

Student Center/Pit Announcer

Student Center/Pit Announcer ~7:00am ~ 3:30pm - 1-2 people - can be broken up into smaller shifts (adult)	
Responsibility: <ul style="list-style-type: none"> • Make announcements to pit area • Communicate with Queuing Chief via walkie • Serve in a customer service role by assisting teams and guests with competition and venue related questions. 	Skills Needed: <ul style="list-style-type: none"> • No experience required. • Comfortable speaking on microphone • Comfortable using walkie-talkie • Ability to troubleshoot issues • Communicate effectively.

Practice Field Volunteer

Practice Field Volunteer ~7:00am ~ 1:00pm ~ 1-2 people, can be broken up into smaller shifts (at least 1 adult)	
Responsibility: <ul style="list-style-type: none"> • Manage practice fields for your assigned program, including queuing. • Ensure that all teams have access to practice time and proceed in an orderly manner. • Enforce time limits as needed. 	Skills Needed: <ul style="list-style-type: none"> • No experience required. • Monitor students and keep order. • Communicate effectively with authority

Skills Field Scorekeeper

Skills Field Volunteer ~9:00am ~ 1:00pm ~ 1 or 2, can be broken up into smaller shifts (adults)	
Responsibility: <ul style="list-style-type: none"> • Manage the skills fields for both programming and driver skills runs. • Record scores for skills runs in the tournament manager system • Ensure that all teams have opportunities to complete skills runs and make room for the next team in an orderly manner. • Enforce time limits as needed. 	Skills Needed: <ul style="list-style-type: none"> • Experienced volunteers are preferred; however Skills Field Scorekeepers can be new volunteers and trained quickly • Computer or tablet use for Tournament Manager System • Monitor students and keep order. • Communicate effectively with authority

Queuing Chief

Queuing Chief ~9:00am ~ 3:30pm - 1-2 gods/goddesses (adult)	
Responsibility: <ul style="list-style-type: none"> • Communicate with referees and head table about upcoming match schedule • Communicate with Pit Admin to make queuing announcements • Direct volunteers to line up (queue) teams for each match from the queue tables to the game field to help keep matches on schedule. • Ensure robots are in order according to the Match List report and aligned with the correct game field. 	Skills Needed: <ul style="list-style-type: none"> • Be a total boss • Comfortable using walkie-talkie • Communicate effectively • Pay attention to detail • Stay organized in fast-paced environment

Robot Inspector

Robot Inspector Volunteer ~7:00am ~ 9:00am (longer if needed) - 6-8 people needed (adults)	
Responsibility: <ul style="list-style-type: none"> • Conduct inspections to verify the robots comply with the rules and specifications outlined in the official game manual. • Use the Robot Inspection Checklist to ensure compliance. • Work with teams having difficulties to help them pass inspection. • Perform re-inspections of teams who have modified their robots. 	Skills Needed: <ul style="list-style-type: none"> • No experience needed - training the day of event • Effective decision maker • Confident and projects authority • Ability to use a checklist • Strong communication and diplomacy skills • Ability to collaborate with others as a team • Attention to detail

Scorekeeper Referee

[Scorekeeper Referee](#) ~8:30am ~ 3:30am -- about 6 people needed, can be broken into smaller shifts (adults)

Responsibility:

- Record scores using TM Mobile app on tablet provided by event organizers
- Verify recorded scores with other Scorekeeping Referees and/or the Head Referee as needed, and with the student drivers after each match.
- Discuss possible rule violations with the Head Referee after the match.
- Ensure field is reset and robots are ready for the next match.

Skills Needed:

- Experienced volunteers are preferred; however Scorekeeper Referees can be new volunteers and trained quickly
- Apply knowledge of the game and rules
- Pay attention to detail and be impartial
- Work effectively as a member of a team
- Interact positively with students

Key Volunteer Roles (Special Training Needed)

These roles are typically filled by trained volunteers from other schools that help with multiple events:

Judge Advisor

Must complete the [RECF Judge Advisor Training & Certification](#).

Head Referee

Must complete the [RECF Head Referee Training & Certification](#).

Announcer/Emcee

Tournament Manager/Head table

More information at [Volunteer Resources | REC Foundation](#)