



NIHERST/SHELL FIRST LEGO League Masterpiece Season

Volunteer Roles and Responsibilities

PRE NATIONAL CHAMPIONSHIP DAY (NOV 2023 – MAR 2024)

1. Team Coach (*Reserved*) - The coach must be 18 years or older and should have the desire to explore side-by-side with students and have good communication, prioritizing, and multitasking skills. The coach's role is to facilitate instruction and optimize the learning experience of the team members by allowing independent thought.

Suggested meeting times can vary depending on the team's schedule. However, teams can meet weekly or every fourth night with their coach. Coaches should be present for ALL sessions.

2. Team Mentor (*Reserved*) - Mentors are individuals from all backgrounds and disciplines who work with students to share their knowledge and guide them through the season. Many Mentors contribute on a weekly basis during the program season, or support the team with subject matter expertise on an as needed basis.

A mentor who can also play the role of a coach, is not required but not limited to attend every team meeting. However, it is advised that they check in at least monthly with their team.

3. Research Project Advisor (*Reserved*) – Experts in the project's research field that can offer assistance, knowledge and guidance in completing the team's research project. The advisor is not required to attend all team meetings/sessions but can be called upon as needed. Examples of advisors can be engineers, technicians or IT personnel or any other experts depending on the chosen project.

The advisor's area of expertise must be identified when volunteering.

NB: Volunteers who have chosen any of the roles above are not allowed to be part of the key judging roles for the National Championship.

NATIONAL CHAMPIONSHIP DAY

Internal Only – Roles that are for NIHERST team members.

FLOOR AREA

1. **Tournament Director (*Internal Only*)** - Works directly with the Partner to determine budget, equipment support, date, capacity, venue, etc. organises the Planning team, oversees the entire operation of the tournament, and is responsible for developing the tournament schedule. Oversees that all areas are staffed, trained, and informed. Ensures the tournament runs on schedule, works with the Judge Advisor and Production manager to coordinate the Opening and Closing/Awards Ceremonies.
2. **Facilities Support** - Works with the Tournament Director before, during and after the event. They aid in the setting up and breaking down of the venue, as well as assisting on the day where laborious assistance is needed.

ROBOT COMPETITION AREA

3. **Field Manager (*Internal Only*)** - Keeps teams flowing to each area throughout the day and on schedule. From the competition floor, the Field Manager keeps in contact with the Pit, queuers, and judging areas. Keep abreast of scheduling, audio and visual, scoring, and work with the MC. Coordinates several sets of volunteers, which may include field attendants, scorekeepers, score runners, and MC.
4. **Head Referee (*Internal Only*)** - The Head Referee needs unparalleled knowledge of the robot game, mission, rules, and Robot Game Updates. Responsible for tracking and timing robot performance rounds and coordinating referees with the Emcee, Scorekeeper, and the Field Manager. Performs quality assurance on tournament Field Setup Kits, all competition and practice fields in advance of the event. Provides input from referees and field staff to the Judge Advisor for final judging deliberations.
5. **Referees** - Observes team robot game matches, identifies rule violations, assesses field for scoring of matches, and participates in deliberations regarding contested calls and official scores. Position works under the direction of the Head Referee. Requires advance training and intimate knowledge of current Robot Challenge Game rules. Plays a critical role in ensuring smooth flow of match play and maintaining the pace of the event. Embodies FLL core values while monitoring and promoting sage practices on and around the playing field.

6. **Field Resetters** - Repairs and resets the playing fields after each match. Resetter plays a critical role in ensuring smooth flow of match play and maintaining pace of the event. Supervise the teams collecting their robot and attachments to assure that Field Setup pieces are not taken inadvertently. Also inspects team's robots on arrival at the Robot Game.
7. **Robot Inspectors** - Performs mandatory robot inspection and to ensure compliance with robot instruction rules.
8. **Scorekeeper** - This person is someone who is comfortable with computers and can enter data from score sheets into either Excel or a scoring program. Helps facilitate the final ranking for awards, the announcement of the scores by the Emcee, and display of the scores in the Pit area. Prints out the ranking chart and delivers it to the Judge Advisor after each round. FLL headquarters will provide an annual online training of the scoring programs it provides and strongly encourages this individual to take the training in advance if you will use the scoring software.
9. **Assistant Scorekeepers** - Assists the Scorekeeper in entering the Robot Game scores into the computer from the referees' score sheets. Assistant helps Scorekeepers verify accuracy of entries.
10. **Score Runner** - Expedites the scoring process by collecting the score sheets from the referees and bringing them to the scoring table. May assist with set-up and breakdown of scoring system and/or field.
11. **Timer** - This person is someone comfortable keeping the flow of the day going by constantly checking the clock and communicating the timing to appropriate individuals on the field. Works closely with field resetters and referees to keep on track with the timing between robot matches set forth by the Tournament Director.
12. **Production Manager (*Internal Only*)** - Ensures that all audio/visual and tech-related functions are organised, including equipment, live streaming, music and DJ, TV screens and projectors.
13. **Master of Ceremonies** - Serves as the public voice of the event. Provides anecdotal announcements about teams that helps put them at ease while keeping the audience engaged.
14. **Game Announcer** - Serves as the public voice of the event. Introduces both teams at the competition table, ensures both teams are ready, and starts the match by announcing, "Three, Two, One, LEGO!" The Game Announcer helps the audience visualize the action and excitement through commentary during the robot rounds.
15. **IT Support** - Assists any of the volunteers that are having technical difficulties with equipment.

16. **Audio/Visual Operator** - In charge of the audio/visual functions on the day of the event. Plays appropriate music to help keep participants and patrons in the “Coopertition” mood.

MARKETING AREA

17. **Ticketing** - Welcomes patrons and collects entrance free.
18. **Information Desk Attendants / Novelties** - Answers questions regarding all information regarding FIRST Lego League events, as well as the management and distribution of novelties purchased by patrons.
19. **Demonstrators** - Management and facilitation of exhibits available for use by patrons.

JUDGING AREA

20. **Judge Advisor (*Internal Only*)** - Rather than judge teams, the Judge Advisor oversees the judging process and judging quality for the event. The Judge Advisor ensures that FLL Global Standards for Judging and Awards are followed. Judge Advisors are responsible for overseeing all judges for the event, including any necessary pre-event communication and training. Judge Advisors assure paperwork is provided for the judges (including rubrics and scoring sheets) for each area being judged. Requires intimate familiarity with the Judging Manual and advance training.
21. **Assistant Judge Advisor (*Internal Only*)** - Assists Judge Advisors and Judges throughout the event. Position manages team traffic before and after judging sessions. Responsible for keeping judging sessions on schedule, keeping waiting teams quiet, assuring teams are sent to correct judging location, and helping to prepare and break-down judging rooms.
22. **Head Project Judge (*Internal Only*)** - This individual helps train and oversee all tournament project judges, including assisting the judge advisor in facilitation of judge deliberations.
23. **Project Judge (*Internal Only*)** - Selects team award recipients through interaction with teams and contributing to the deliberation process. Interview and observe teams in the Judging rooms, Pit, and on the playing field. Position serves as a role model for the team members. Participates in writing short awards scripts extolling merits of winning teams and assists with award presentations to the teams. The FLL Project changes with the yearly Challenge theme and is the opportunity for the teams to explore the topic in depth and allows them to have a first-hand opportunity in proposing a solution to a problem they selected.
24. **Head Core Values Judge (*Internal Only*)** - This individual helps train and oversee all tournament core values judges, including assisting the judge advisor in facilitation of judge deliberations.

25. **Core Values Judge** - Selects team award recipients through interaction with teams and contributing to the deliberation process. Interview and observe teams in the Judging rooms, Pit, and on the playing field. Position serves as a role model for the team members. Participates in writing short awards scripts extolling merits of winning teams and assists with award presentations to the teams. Information on the FLL Core Values can be found [here](#).
26. **Head Robot Design Judge (*Internal Only*)** - This individual helps train and oversee all tournament robot judges, including assisting the judge advisor in facilitation of judge deliberations.
27. **Robot Design Judge** - Selects team award recipients through interaction with teams and contributing to the deliberation process. Interview and observe teams in the Judging rooms, Pit, and on the playing field. Position serves as a role model for the team members. Participates in writing short awards on-the-spot scripts extolling merits of winning teams and assists with award presentations to the teams.

TEAM & PIT VOLUNTEERS

28. **Volunteer Coordinator (*Internal Only*)** - This individual is responsible for the onsite management of event-day volunteers, including setting up registration for volunteers, managing any walk-on volunteers, and problem-solving. They work closely with the Tournament Director and venue on all volunteer logistics, including pre-event planning and communication. Please note, this is an **KEY** position that involves a large amount of work in advance of the event; individuals should only sign up for this role if directed to do so by an FLL Operational Partner or FLL Tournament Director.
29. **Concessions Coordinator (*Internal Only*)** - Liaises with the caterers on the day of the event. Organises the distribution of refreshments and lunch provided for volunteers. Ensures all volunteers receive their catered meals before extra or additional meals are distributed. Monitors and maintains the area assigned to volunteers to relax, store belonging, mingle, and eat.
30. **Concessions Attendants** - Assists Concessions Coordinator with distribution of refreshments and lunch provided for volunteers. Assists with monitoring and maintaining the area assigned to volunteers to relax, store belongings, mingle, and eat.
31. **Crowd Control** - Assists with directing and managing groups of people moving from place to place. Helps with influencing of safety measures for the event by maintaining crowd order, including making sure only allowable volunteers and staff are near match tables and only allowable individuals view judging.
32. **Car Park Attendants** – Assists volunteers, teams, exhibitors, food truck, VIPs, and patrons in the direction for their assigned parking area.
33. **Floaters** - Provides assistance in various areas as determined by the Volunteer Coordinator. Often helps with last-minute tasks as identified by the Volunteer Coordinator.

Coordinator or other key volunteers. Floaters often fill specific volunteer positions for 'no show' volunteers and serve to fill-in to allow volunteer breaks. Floaters can be useful as messengers, problem solvers, and guides. They may also distribute pins, medals and trophies.

34. **Team Check-In** - Assists teams on their arrival. Position provides direction, assistance, and information to FLL coaches and other adults accompanying teams and distributes materials. Once Team Check-In is complete, these volunteers will be re-assigned as **Judge Queuers**.
 - a. The Judge Queuers will assist in ensuring that teams are in their correct lane at the correct time. They will liaise with Team Queuers bringing teams from the Pit Area.
35. **Volunteer Check-In** - Ensures all volunteers sign in their arrival and departure times. Distributes volunteer packages to volunteers on their arrival. Responsible for ensuring all volunteers return items such as clipboards, walkie-talkies, etc. Will assist Concessions in distribution of meals, drinks, etc.
36. **Hospitality Coordinator (*Internal Only*)** - Ensures Specially Invited Guests are attended to. Organisation of RSVP list and catering accommodations made.
37. **Hospitality Assistant** – Assist the Hospitality Coordinator where needed.
38. **Hospitality Ushers** - Escorts VIPs and Specially Invited Guests to their designated area. Assists with directing groups of people moving from place to place.
39. **Pit Administrator (*Internal Only*)** - Ensures that all teams have their assigned Team Queuer on the day of the event. Manages Team Queuers and ensures Queuers have the correct time sheets for their team. Ensures Practice Table Attendants are aware of resetting of mats, even though teams are responsible for resetting the mat at practice table.
40. **Practice Table Attendants** - Provides direction, assistance, information, and support to teams at practice tables in the Pit. Position manages the practice table schedule and oversight of field model pieces. Position serves as a role model for team members. Assist with practice table sign-up, answer questions from teams and guests maintain practice table area.
41. **Team Queuers** - Manages team traffic to and from the judging areas as well as to and from the Pit and competition floor. Queuers play a critical role in ensuring smooth flow of traffic and maintenance of overall event pace.