



PRESENTED BY



PIT ADMINISTRATION SUPERVISORS' REGIONAL GUIDE



From all of us at *FIRST*® Headquarters:

The Pit can be crowded, exciting, and noisy. It opens early and closes late. As Pit Administration Supervisor, you play a key role in making the event a success!



THANK YOU so very much for helping with the Pit Administration Station! We sincerely appreciate your time and effort, and we hope this guide will make things easier for you. Please call *FIRST* Headquarters at (800) 871-8326 or email customerservice@firstinspires.org if you have questions before, during, or after your event!

TABLE OF CONTENTS

I.	<u>IMPORTANT REMINDERS!!!</u>	3
II.	<u>KEY TRAINING POINTS – 2025</u>	4
A.	<u>TEAM ROSTERS AND CONSENT AND RELEASE FORMS</u>	4
	1. <u>Sample Team Roster (printed electronic version)</u>	7
B.	<u>PIT ADMINISTRATION BASICS</u>	8
C.	<u>PREPARATION</u>	8
	i. <u>Volunteer Meeting/Training</u>	8
	ii. <u>Set-up</u>	8-9
	iii. <u>Pack Registration Envelopes</u>	9-10
D.	<u>ALSO LOCATED IN THE PIT</u>	10
E.	<u>SAFETY</u>	10
	i. <u>Safety Awareness</u>	10-11
	a) <u>Battery Spills at FIRST Events</u>	10-11
	b) <u>Safety Glasses Loaning Process</u>	11
	ii. <u>Incident Reporting Procedure</u>	11-13
	c) <u>Non-Medical Incident Reporting Procedure</u>	13
	d) <u>FIRST Youth Protection Program</u>	14
III.	<u>THE EVENT BEGINS</u>	14
A.	<u>Pit Opening</u>	14
B.	<u>Team Check-in Overview</u>	14
C.	<u>Safety Awareness and Recognition Program</u>	14
D.	<u>End of Each Day</u>	14
E.	<u>Match Lists</u>	15
F.	<u>Opening/Closing Ceremonies</u>	15
G.	<u>FIRST Impact Award Team Sign-Up Process at Events</u>	15
H.	<u>Dean's List Award Interview</u>	15-16
I.	<u>Lost and Found</u>	16-17
IV.	<u>FINAL EVENT DAY</u>	17
A.	<u>Shipping to FIRST Championship</u>	17
B.	<u>Pit Administration Area Clean up</u>	18
V.	<u>FIRST TEAM SUPPORT EXTENDED EVENT HOURS</u>	18
VI.	<u>COMMENT / FEEDBACK</u>	19

I. Important Reminders for the 2025 season!!

Lost Items

In the 2023-2024 season, we returned to using the Lost and Found paper forms. Forms are in the Pit Administration file box located within the Pit Administration case.

A folder containing the Lost and Found form will be in every Pit Administration file box. Additionally, to ensure all Personal Identifiable Information (PII) is protected, a Lost and Found "Pending" folder will be available within the Pit Administration file for storing completed forms during the event. Following each event, lost and found documents should be placed in the black lockbox.

Driver's Meetings

Drivers Meetings are a way for some of the Key Volunteers to introduce themselves and remind Drive Teams of event procedures and rules.

When packing the team specific envelope, we require that you include the Driver's Meeting Question form in the packet. Teams must fill out this form and provide it to Pit Administration.

At the start of the event, the Pit Administration Supervisor will meet with the *FIRST* Technical Advisor (FTA) and Head Referee to establish a deadline for when the Driver's Meeting Question Form is due. We encourage Pit Admin to make announcements about the deadline, so teams are aware. For District events, these forms will need to be pre-printed and can be found in the file box. Please remember that prior to the Driver's Meeting, teams can still go to Pit Administration and request a [Driver's Meeting Question Form](#).

During the Driver's Meeting, teams will be asked to sit in the stands while field volunteers will be on the field with a microphone to cover important procedures and answer the pre-submitted questions. If a team misses the deadline for the form, please instruct them to go to the question box.

FedEx shipping labels for Team Rosters and Consent & Release forms

Due to the sensitivity of the information collected on the Team Rosters and the paper-copy Consent and Release form, *FIRST* will supply the Pit Administration with a FedEx Airway Bill and envelope. We ask that the Pit Administration place any Team Rosters and paper-copy Consent and Release forms into the envelope provided for each event. We then ask that Pit Administration or Event manager to drop the envelope with the paperwork into the nearest [FedEx box or office](#). The information for delivery will be prepopulated on the forms.

Incident Reporting

Incident reports will be entered into the Tablet that will be provided within the Pit Administration road case. The tablet will have a data plan so it's easier to open and enter your reports. The pin to open the tablet is **8326**.

II. KEY TRAINING POINTS – 2025

A. TEAM ROSTERS AND CONSENT AND RELEASE FORMS

Each youth team member and adult mentor participating in a *FIRST*® Robotics Competition regional event is required to complete the 2025 *FIRST*® Consent & Release form. The Consent & Release form should be submitted electronically via our Youth Registration portion of the Dashboard, Express Enrollment application, or by paper-copy at each event the team attends. (Note: The paper Consent and Release form is only to be used as a last resort, when accessibility issues prevent parents from registering online.)

Procedure:

The following documents **must** be collected from every team at check-in:

Team Roster

The Team Roster summarizes each submitted Consent & Release form on record (for both youth team members and mentors) on record. A mentor from each team must provide the Team Roster, printed from the Lead Mentor 1 or Lead Mentor 2's *FIRST*® Dashboard page, at all the team's events, along with any signed paper-copy Consent & Release forms. See sample Team Roster in [Section II, 1](#).

Consent & Release Form

Consent & Release forms must be completed by **EVERY** youth team member and mentor in attendance. Please confirm **EVERY** youth team member and mentor has provided a paper-copy Consent and Release form or accepted the form **electronically**.

- a. Review the Team Roster provided by the mentor of the team. The Consent Form column on the Team Roster will indicate that the Consent Form is either **Complete** or **Incomplete** for youth team members.
 1. If the Consent Form column has a **check mark**, this indicates the form is **Complete**. If this is the case, there is no need to collect a paper-copy Consent & Release form from the team member.
 2. If the Consent Form status column has an 'x', this indicates the form is **Incomplete**. If this is the case, please be sure to collect a completed paper-copy form from the parent/guardian of the youth team member. Please be sure to do the following:
 - Collect any paper-copy forms during check-in and ensure that they are complete.
 - The forms must include a signature from a parent or a legal guardian (if the youth team member is under 18) and a team number.
 - Staple any completed paper-copy forms to the Team Roster.

- b. There is an area on the Team Roster called “Additional Members (Write-In),” in which paper-copy submitters’ information will be handwritten by the team mentor(s).
- c. Once the Team Rosters and paper-copy Consent & Release forms (if applicable) have been collected, place the forms within the event-specific Fed-Ex mailer to be returned to *FIRST*, adhere the provided label to the mailer, and ship the forms to *FIRST* HQ for processing. Please use the FedEx Office/Drop-box locator (<https://local.fedex.com/en/fxo-only>) to find the nearest location

PLEASE NOTE: Team Rosters and Consent & Release forms must be completed and handed in at all the team’s events for the season.

- d. **What if a team doesn’t have their roster or consent forms?** A team might say that their Team Roster/Consent & Release forms are coming late with other mentors on their team. In this case, make sure the person you are speaking with is an adult team mentor and not a youth team member. A team member may also say he/she/they submitted electronically but do not show up on the team roster as “Accepted.”

Do the following to resolve the problem:

- Have the Lead Mentor 1 or 2 sign the registration team list and provide them with the registration packet.

DO NOT hand over the Drive Team Badges. You must receive the Team Roster and all paper-copy Consent & Release forms (if applicable) before the team can compete at their event.

- If the team left the roster and/or the paper-copy of the Consent & Release forms “home,” they should arrange to have them brought to the event site and originals mailed to *FIRST* right away.
- The lead mentor must have the parent/guardians provide the completed Consent and Release form for the youth team members to them before they can receive the Drive Team badges.

To summarize, any team member not having a properly signed Consent and Release form cannot compete and cannot be on the playing field. Adults and youth team members over the age of 18 can complete the form via Express Enrollment or a paper-copy Consent & Release form on-site. If a youth team member under 18 has not submitted a form, the team mentor will need to make appropriate arrangements for the youth team member. These arrangements could include providing transportation for youth team members home or making accommodation in the stands to watch as a spectator until a completed form can be provided. You can share these ideas, but it is the responsibility of the team mentors to resolve the situation. If you run into any disputes, call the Event Manager to assist you or have Lead Mentor 1 or 2 contact *FIRST* Team Support.

Express Enrollment application is available now for coaches/mentors in the United States and Canada with completed [FIRST Youth Protection Screenings](#) and provides a simplified experience on mobile and desktop to register and accept youth to FIRST teams.

- Please note that some regions may have additional steps to complete youth registration. If this is the case, their local [Program Delivery Organization](#) will contact them with further instructions.
- Coaches/mentors can get started today by visiting the Team Contacts/Roster section of their Team Dashboard. Coaches/mentors can visit the [Youth Registration Overview page](#) to get started.

[View Express Enrollment Coach/Mentor Instructions](#)

[View Express Enrollment Parent/Guardian Instructions](#)

[View Express Enrollment Frequently Asked Questions](#)

1. Sample Team Roster (printed electronic version)

TEAM CONTACTS

If a youth on your team shows the Consent and Release form not completed, the parent/guardian can access the form by logging in to their own dashboard and clicking the "Parent/Guardian-Youth" button to locate their returning youth or create a new youth profile.

[PRINT BLANK ROSTER](#) [PRINT ROSTER](#)

Season	2025	Team Name	Test Team 2025 Pit Admin Training
Program	FRC	Team Location	Hillsborough, NH 03244 USA
Team Number	16891		

MAIN CONTACTS

Role	Name	Phone	Consent Form
Lead Coach/Mentor 1	Jane Doe [REDACTED]@gmail.com	603-[REDACTED]	<input checked="" type="checkbox"/>
Lead Coach/Mentor 2	Joe Smith [REDACTED]@gmail.com	563-[REDACTED]	<input checked="" type="checkbox"/>

OTHER CONTACTS

Role	Name	Phone	Consent Form
------	------	-------	--------------

Youth Team Members

Include 'Denied' Application Status Students

Role	Youth	Parent/Guardian	Phone	Application Status	Consent Form	Awards Submitter
	Jenny Doe	Jane Doe [REDACTED]@gmail.com	603-[REDACTED]	Applied	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jimmy Doe	Jane Doe [REDACTED]@gmail.com	603-[REDACTED]	Applied	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL MEMBERS (WRITE-IN)

Role	Name	Other Information
------	------	-------------------

B. PIT ADMINISTRATION BASICS

- **You are the cheerful information station!** 
- You will be on radio communication with other key people such as Inspectors, EMTs, Event Personnel, and *FIRST* staff. Please ask for instructions during your first meeting. The Pit Administration Supervisor must always be available on radio in case of possible accidents or illnesses. When leaving the radio's communication limits, give the radio to another capable volunteer who is staffing the table.
- Everyone must wear safety glasses while in the Pit. Child-size safety glasses should be available, and no children under 12 can enter the Pit unless accompanied by an adult.
 - The only exception is for teams in the first 10 minutes of their load in and for the first 10 minutes pits are open each day of the event, as long as they are not working on the ROBOT or setting up their pit.
- All teams must submit their Team Roster and any paper-copy Consent & Release forms (if applicable) upon check-in at their events. For more information regarding this process, please refer to [Section II](#).
- Attendees can receive first-aid assistance from the EMT or nurse. Team members should see the EMTs for medical assistance as simple as a bandage. (There are bandages available for Pit staff and volunteers **only** in the supply drawers.)
- Report any Medical or Non-Medical incidents using the required procedures (review "Incidents" in [E, ii](#).)
- Keys, IDs, phones, wallets, glasses, and credit cards should be turned into the **venue** lost and found.
- The Pit Administration station must be always staffed. Schedule your breaks accordingly with volunteers for coverage.
- Help guests find teams or gather information about the competition and *FIRST*.
- **A wrong answer is worse than no answer.** Seek accurate information from other event staff!

C. PREPARATION

i. Volunteer Meeting/Training

Please attend the volunteer meeting to learn all necessary event information. Meet your other Pit Administration staff and educate these volunteers on the basic procedures of the Pit Administration area. We strive to have people working all the event days, so you won't constantly be training new volunteers. Train an interested, competent volunteer to assume the role of Pit Administration Supervisor in case you can't work the event next year or you wish to volunteer at another event.

ii. Set up

Unpack your rolling crate: You'll find all the important materials to run the Pit Administration Station in the rolling crate. Within this crate, plastic bins marked specifically for your event will include the registration materials (envelopes, documents, badges) needed to stuff your team registration envelopes. Also in this bin, you will find your Pit Administration Supervisors' Packet, which contains:

- 2 registration lists (for registering teams by odd/even lines)
- 5 team lists (for your reference)
- Team labels

We recommend that you store your crate in a safe area and use it as an extra flat surface for your safety equipment.

a) Other important items in the rolling crate:

- Supply drawers (filled with supplies that are meant to last for **all events** on the truck route)
- Printed materials for you to display and share with visitors to the Pit
- Driver Buttons
- Parts Request forms for teams
- Tablet for Non-Medical/Medical Incident reporting
- Lockbox
- Woodie Flowers shirt/markers
- Ear plugs for anyone who requests them
- Safety glasses
- Work gloves to loan to team members

Be sure to reserve some of the printed materials for the remaining days of the event.

b) Additional items which you will need to obtain to add to team registration envelopes include:

- Pit Signs (from road case #22)
- Pit Maps (from the Event Manager)
- Practice Match Schedules (from the Field Tech Advisor or Event Manager)
- Program Books (from the Event Manager)

iii. Pack Registration Envelopes

Please keep in mind that teams may sometimes register late to compete in an additional event. If that happens, please be sure to also let other Key Volunteers know about the late addition including the Judge Advisor, Lead Robot Inspector, and FTA so the team can be added to their lists. Do not forget to make them a packet as well.

a) Each registration envelope should include:

- **Drive Team Badges**— Five badges are for the five individuals from the team allowed on the field during matches. The Mentor's badge has a black banner and is labeled COACH. The wearer of this badge cannot score points for the team. You will find five full sets of blanks inside your bin. Please encourage your teams to hold on to their badges. You should make it clear to teams that they will not receive a replacement for a lost or misplaced badge. Encourage your teams to leave their badges in a safe place inside their pits at night instead of taking them home or back to their hotelroom.
- **Driver's Meeting Question form** – 1 per team. Teams must fill out this form and

provide it to Pit Administration by the deadline established by the FTA and Head Referee.

- **Pit Map**—shows the layout of the entire Pit: Pit Administration Station, Spare Parts, First Aid/EMT station, and the Inspection/Weigh Station, etc. The Event Manager will provide these for you on-site.
- **Program Books**— Program Books are distributed with the packet, not in it.
- **Practice Match Schedule**— The Scorekeeper will provide these for you on-site.
- **Safety Badges**—Teams receive **1 Safety Badge and 1 Technician Badge**. A team's safetyperson is responsible for monitoring the team's compliance with rules at home and at *FIRST* events. Team members can take turns with this duty.
- **Team List**— 1 per team. Teams have been instructed to download additional copies from the web.

D. ALSO LOCATED IN THE PIT

Machine Shop – It may be off-site at some events; this will be available for teams' use during the competition.

Pit Announcer –Some events will have a Pit Announcer. If this is the case, then train the Pit Announcer to work with the Team Queuer to call the teams from the Pit to the playing field on time for their scheduled matches. You are responsible for telling the Pit Announcer what announcements to make. You may need to assume this position during breaks. If a team needs to borrow a particular tool, the announcer can say, "Team XXXX is looking for _____". Parts request forms can be found in the supply box. **Do not make any birthday recognitions, thank you, or other "frivolous" announcements – teams will stop listening!**

Practice Field—A volunteer(s) will staff this field and maintain a signup sheet for teams to practice.

Robot Inspection—A team may only use a practice field with a robot that has passed an initial, complete inspection. Each time they make changes to the robot; the robot requires a new inspection.

Spare Parts- usually located next to the Pit Administration (location may vary from event to event).

E. SAFETY

i. Safety Awareness

Please refer to the [Team Safety Manual](#) if anyone has questions regarding the Safety Awareness Recognition Program.

a) Battery Spills at the event

- Immediately send the person in contact with acid to the First Aid Station/EMTs

- Teams will report the incident to the Pit Administration supervisor so the individual can fill out a Medical Incident Report Form on the tablet.
- Pit Administration will contact the Event Management for instruction from event and venue authorities to dispose of the *properly contained leaking battery**

If the venue authorities refuse to dispose of the contained leaking battery, Pit Administration will ask the host team to dispose of the battery or request a local team to volunteer to dispose of it.

*Teams refer to the procedure of handling a leaking battery in the [Team Safety Manual](#)

b) Safety Glasses Process

Safety Volunteers will ensure that event attendees do not enter the Pit unless they are wearing appropriate safety eyewear. These volunteers will pass out glasses and wipes provided by the local partner (if applicable).

ii. INCIDENTS

This section provides a clearly defined procedure with specific responsibilities for handling the timely reporting of incidents involving bodily injury and/or property damage at a *FIRST* Robotics Competition event.

c) Incident Reporting Procedure

You will be the Incident Reporter and will be responsible for completing incident reports. You must be available within the Pit during the periods the event is open to the teams, volunteers, and the general public. Designate another trained volunteer to take this role if you need to be away from the facility.

The Incident Reporter should:

Be calm in an emergency and be able to talk to witnesses without assessing fault and be able to communicate with the insurance company if necessary.

Report the incident. Tablets are supplied for the reporting procedure, however in some cases a paper form may be necessary. If this is the case, then please be sure to have clear/legible handwriting when filling out the form. Fill it out completely.

Incident Reports – Where & Why?

Where:

Report a Concern –

Anyone can report a youth safety concern or medical incident to *FIRST* Headquarters using the [FIRST Reporting Portal](#) or by emailing safety@firstinspires.org:

- **Youth Protection Concerns:** These can encompass a wide variety of issues impacting the safety of youth participants such as suspected abuse, bullying, harassment, discrimination, and/or questionable behavior or comments by adults.
- **Medical Incidents:** All injuries or illnesses at a *FIRST* event, no matter how minor, **must** be reported. Incidents outside of events only need reporting if they involve *FIRST* materials, game design, or rules. For trip/slip/fall injuries, please include photos of the location, when possible, to help with documentation. Provide detailed information about the injury, immediate actions, and any follow-up care. Names can be removed for privacy, but key details like location and date/time are required. Accurate reporting helps improve safety.

Someone from *FIRST* will review youth protection reports and contact reporters, as appropriate/necessary. Anonymous Reports of Concern may be made on the *FIRST* Reporting Portal; however, the lack of contact information may impact our ability to follow up with the reporter and address the concern(s).

Remember that in the United States and Canada there are laws that require individuals working with youth to report known or suspected instances of child abuse and neglect. You can find a complete list for the USA and other contact information on the Child Welfare Gateway website [State Child Abuse and Neglect Reporting Numbers](#). The contact information for reporting suspected child maltreatment in Canada can be found on the Canadian Child Welfare Research Portal under the [Provincial And Territorial Assistance](#) page.

FIRST requires all U.S. and Canadian teams to comply with youth protection policies and expects these standards to be applied internationally in accordance with [local laws and regulations](#).

Note: Feedback about issues such as game play, rule changes, awards, and event management (other than medical/safety issues) are considered program related concerns and not youth protection issues and should be shared with *FIRST* via customerservice@firstinspires.org.

To ensure that we are complying with the Privacy Policy of *FIRST* and to go “paperless”, the Pit Administration road case will be supplied with a tablet that will need to be secured to the Pit Administration station. The tablet will have access to the [FIRST Reporting Portal](#). Please be sure to keep the tablet secured and always charged for easy reporting. There may be times when a paper form will need to be filled out for the medical form. Please be sure to enter the information into the tablet at your earliest convenience and shred the paper (if there is a paper shredder) or store the paper form in the lockbox. It will then be sent to *FIRST* HQ where it will be destroyed.

Individuals are advised to come to Pit Administration if they need immediate assistance with an issue. After the issue, incident, or concern is resolved, we appreciate you taking the time to report it to us with details regarding how it

was resolved and by whom by filling out the form.

PLEASE NOTE: Forms submitted using this online tool are reviewed frequently, but not 24 hours a day, 7 days per week.

Why:

Although most incidents will not result in a claim, it is better to err on the side of caution and report them. Should an incident result in a claim after the event, the documents will be on file, complete with witnesses and a written report. We appreciate your immediate efforts.

IMPORTANT: In all conversations with the injured, witnesses, spectators, and media, you should say, "The incident is being investigated". Do not give any further comment. Do not imply liability or any payment, as it can take time for all facts to be known.

Medical Incident Response and Reporting

Should an incident or illness occur at an event, do the following:

- i. Report it to the EMTs or nurse and notify the Event Manager, Program Delivery Partner, or Volunteer Coordinator.
- ii. Respond to the scene immediately. Bring the tablet, or in rare cases, a clipboard, pen, and a Medical Incident Report (from the file box).
- iii. Complete the incident report for the injured party.
- iv. Enter the information into the tablet.
- v. Place the completed form in the Lockbox provided in your road case so they can be returned to *FIRST* Headquarters.

• **Other (Non-Medical Incident) Reporting Procedure**

- i. Report anything that happens during an event that should receive attention because it made you, as a volunteer, feel uncomfortable or threatened. If anyone else states that they feel threatened because of verbal abuse, inappropriate contact, or other negative behaviors, speak up and volunteer to fill out a report with that person, or they can file it themselves using the [FIRST Reporting Portal](#).
- ii. If you are unsure where a concern falls, we encourage you to make a report via the [FIRST Reporting Portal](#) under "Other" and we will ensure that your report gets to the appropriate department to be addressed.
- iii. Call the Volunteer Coordinator or Event Manager if a situation arises that involves harassment or a threatening situation. He/she/they will provide guidance on how to handle the situation.

The tablet is located in the road case, complete with a lock and charger. The pin to open it is listed below.

The pin to open the Tablet is 8326

d) Youth Protection Program:

FIRST strives to create an environment in which team members can grow, learn, and have fun with minimal risk of injury. *FIRST* will inform everyone involved in its programs of its Youth Protection Program (*FIRST* YPP) and related resources and provide assistance in meeting its standards.

You can find additional information about the *FIRST* Youth Protection Program, along with Youth Protection forms, on the *FIRST* website at: -

<http://www.FIRSTinspires.org/resource-library/youth-protection-policy>. Coaches and Mentors are expected to read the Youth Protection Program Guide or watch the training modules found on the [Youth Safety page](#).

III. THE EVENT BEGINS

Attend the early morning staff meeting, eat breakfast, and sign out your radio at the Event Office. Be sure that your EMT is in place and make sure your volunteer staff knows where they are too. Review the registration process and be sure that your Pit Administration area is "show ready"!

A. Early Pit Opening

At the event, 5 team reps (one must be an adult over 18 years of age) will be allowed to enter the Pit the evening before the event begins **or** early on the first morning of the event to drop off their robot. During this early entry period, there are limited rules on what teams are allowed to do. Refer to Event Rule E403 in the [Game Manual](#).

B. Team Check-in Overview

- A team's Lead Mentor 1 or Lead Mentor 2 must check-in at Pit Administration, sign the registration list, and collect the team specific registration envelope including all important team/event documents and items.
- Have teams form two lines (one for even team numbers, one for odd team numbers). Collect and verify the Team Roster and paper-copy Consent & Release forms (if applicable). Note the guidelines ([Section II, A](#)) for teams whose youth team members/parents completed this process electronically (online). If a team doesn't have their forms prepared for their initial Regional event – see Section II, A,d, "What if a team doesn't have its roster or consent forms?"
- Badge distribution to teams will only occur once the team's roster and paper-copy Consent and Release forms (if applicable) are submitted at the event.
- Distribute 5 program books to each team upon registration.
- Upon completion, file registration forms in your event-specific folder with the file box.

C. Safety Awareness and Recognition program

Please refer to the Team Safety Manual if anyone has questions regarding the Safety Awareness Recognition Program. The Safety Manual can be accessed [here](#).

D. End of Each Day

- Approximately 15 minutes prior to the Pit closing, begin to make reminder announcements that the Pit is closing.
- The Event Manager will help clear the Pit along with other volunteers.

- Return your radio to the event office charging station and sign it in for the evening.

E. Match Lists

Distribute two (2) qualifying match lists on each team's Pit table. This list is computer-generated and match changes or team alliance switches cannot happen. Reserve enough extra copies for Queueers and judges. In addition, tape three (3) Match Lists to the Pit Administration tables for visitors to reference.

F. Opening/Closing Ceremonies

Please be sure to reference the event schedule for start times and begin announcements 15 minutes prior to the scheduled start. During the Opening Ceremonies, no power tools should be operating. A Pit Administration representative must remain behind to ensure that these rules are followed. Make similar announcements for the Closing Ceremonies (on the last day of the event) and encourage all teams to attend. No more than 5 team members may be in the pits during Ceremonies.

G. *FIRST* Impact Award Interview Times Process at Events

The following process for the *FIRST* Impact Award should be followed to ensure there is a consistent process between all events:

1. Pre-event - The Judge Advisor (JA) creates time slots for all eligible teams at the event. Teams are randomly assigned to time slots. The JA will not schedule a Dean's List (DL) and *FIRST* Impact Award (FIA) interview for the same slot in case the DL nominee is also a *FIRST* Impact Award presenter.
2. The Judge Advisor or Judge Advisor Assistant (JAA) provides the sheet for teams at Pit Administration.
3. Pit Administration announces that the interview times have been posted. "The following teams have been assigned interviews for *FIRST* Impact Award (list off team numbers). Please come to Pit Administration to see what time your team is assigned".
4. Teams/students can see which time slot they have been given. Teams/students can let Pit Admin know if they do not want to interview.
5. Some teams/students may ask to change their time slot. To do so, the team/student must find another team/student that is willing to switch with them. Both teams will then come to Pit Admin who can approve the change and Pit Admin must alert the JA or JAA.
6. After the *FIRST* Impact Award winner has been decided, the Judge Advisor Assistant will return all *FIRST* Impact Award materials to the teams. Feedback will be available in the team's dashboard 48 hours after the event and emailed to the lead mentor 1 & 2. You can share this information with teams as well as direct them to the instructions for accessing the feedback, which is found on the [*FIRST* Impact Award Resources webpage](#).

Please note: A video submission for the *FIRST* Impact Award is optional and can only be submitted in advance via the submission portal. We no longer accept flash drives. Additional information can be found on the [Awards page](#).

H. Dean's List Award Interviews

In-Person Dean's List Award Interviews

You will receive a schedule of when the Dean's List (DL) interviews are scheduled from the Judge Advisor or Judge Advisor Assistant. Post this schedule to

the Pit Administration desk for Semi-Finalists to review. Check with the Event Manager or Judge Advisor for the interview room location.

1. Pre-event - The Judge Advisor creates time slots for all eligible nominees at the event. Nominees are randomly assigned to time slots. The JA will not schedule a DL and FIA interview for the same slot in case the DL nominee is also a *FIRST* Impact Award presenter.
2. The JA should work with Pit Admin to ensure all DL nominees have a signed *FIRST* Consent and Release form. Pit Admin will track forms (by looking at both the team roster and paper-copy forms) as they are received and let the JA know if a nominee's form was not submitted. The JA should let the team's mentor know that the nominee will be ineligible to receive an interview and be disqualified from the Dean's List Award if the form is not submitted prior to the scheduled interview.
3. Pit Administration announces that the interview times have been posted. "The following teams have been assigned interviews for Dean's List at this event (list off team numbers). Please come to Pit Admin to see what time you are assigned".
4. Nominees can see which time slot they have been assigned.
5. Some nominees may ask to change their time slot. To do so, the nominee must find another nominee that is willing to switch with them. Both nominees will then come to Pit Admin who can approve the change and Pit Admin **must** alert the JA or JAA.

When a nominee arrives to the interview, they will be presented with a **Dean's List Award Semi-Finalist button**.

Please note: All nominees will receive a live, interactive interview with a minimum of two (2) judges. If a nominee cannot attend in-person, then an interview may be conducted by phone or video conference, as long as no less than two (2) adults are participating in discussions with the nominee. Also, this interview does not need to take place concurrently with the event, it may happen beforehand, provided every nominee is interviewed and has a fair opportunity for selection.

I. Lost and Found

When an attendee asks if an item was turned in at the Pit Administration table and it is not located, the attendee will complete a Lost & Found form.

- All fields on the form must be completed.
- The "Event Name" section must be the actual name of the event (e.g., Bayou Regional, Northern Lights Regional) and not "Regional" or "Event in Louisiana".

Completed Forms: During the Event

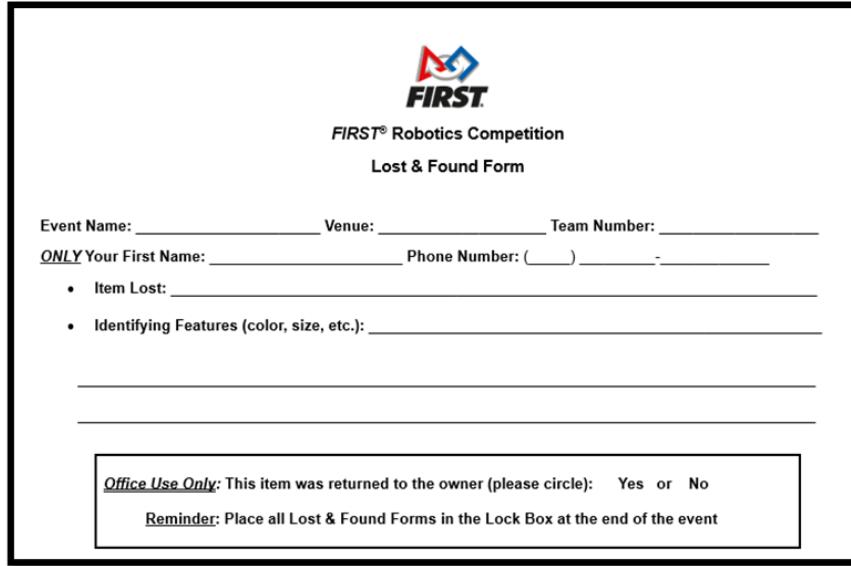
- Completed forms, containing personal identifiable information, will be provided back to you by the attendee.
- Place the form within the "Lost & Found – Pending" folder to hold, until you can review all turned-in items against the completed forms.

Completed Forms: After the Event

- **Returned Items:** Within the "Office Use Only" section, please circle "Yes" on the form.
- **Non-Returned Items:** Within the "Office Use Only" section, please circle "No" on the form.

- **Place ALL Forms:** In the lock box located within the pit administration road case. The forms will be sent to headquarters for processing.

Due to how long it takes road cases to return to headquarters, please leave any small lost items, such as: glasses, wallets, phones, keys, credit cards, IDs etc. with the venue, as they will be able to provide the items back to the attendee in a more timely manner.



The form is titled 'FIRST® Robotics Competition Lost & Found Form'. It includes fields for 'Event Name', 'Venue', and 'Team Number'. There is a section for 'ONLY Your First Name' and 'Phone Number'. Below these, there are two bullet points: 'Item Lost:' and 'Identifying Features (color, size, etc.)'. At the bottom, there is a box containing the text: 'Office Use Only: This item was returned to the owner (please circle): Yes or No' and 'Reminder: Place all Lost & Found Forms in the Lock Box at the end of the event'.

IV. FINAL EVENT DAY

On the final day of the event, attend the early morning staff meeting, eat breakfast, and signout your radio at the Event Office.

A. Shipping to FIRST Championship

Teams can ship to FIRST Championship using the FedEx voucher or hand-carry their robot.

Teams that qualify for the 2025 FIRST Championships:

FIRST Headquarters will be contacting teams that have secured their registration for the FIRST Championship directly via email asking them to indicate whether they will be hand-carrying/self-transporting their robot or shipping it to the event using the FedEx shipping voucher. Teams are asked to wait for electronic correspondence from FIRST regarding their shipping documents to the FIRST Championship drayage location if they indicate they will ship their robot. There will be no information packets/shipping documents provided to the teams at the Regional event. The teams may review the [Robot Transportation page](#) accessed through the Game and Season page for additional information while waiting for email correspondence.

Teams CAN NOT leave their robot crate at the venue, even if they have qualified to attend the FIRST Championship.

If questions arise about how a team should be using the FedEx shipping donation

voucher, please visit the [Robot Transportation page](#) on the [Game and Season page](#) on our website, or contact Team Support via frclogistics@firstinspires.org the following Monday after the event.

B. Pit Administration Area Clean up

Start cleaning up during the Awards Ceremony:

- Pack any found articles in your event-specific bin. Place all plastic bins in the rolling crate for return to *FIRST*. (If you find glasses, wallets, credit cards, keys, IDs or phones, please leave them at the venue).
- Throw away/recycle any of the site-specific team handout documents, such as team lists and pit maps.
- Neatly pack the remaining office supplies in the supply drawers for the next event.
- Please ensure you return the tablet, as well as its USB-C charging cable and USB wall charger to the Pit Administration file box.
- Once the Pit Administration area is packed up, help move Pit materials to the truck.
- Return your radio to the event office charging station and sign it back in.

V. FIRST TEAM SUPPORT EXTENDED EVENT HOURS

The *FIRST* Headquarters Team Support group will be available at 1-800-871-8326 during normal business hours Monday-Friday as well as from 12 p.m. (noon) until 5 p.m. ET on Saturdays during the events. Staffing will be limited, and we may be helping another Volunteer when you call. Please leave a complete message including your phone number, event name, and your question if your call goes to voicemail. If it concerns a specific team, please provide the team number. We will return your call as soon as possible. You can also contact your Event Staff for assistance. If necessary, they will contact us and relay the answer back to you. Team Support can also be reached via email at customerservice@firstinspires.org.

VI. COMMENTS / FEEDBACK

Thank you so very much for all your help throughout the season!

Without your valuable input, we cannot improve each year. Please give us your suggestions and comments on how we can make our events better, your job easier, and anything else you wish to include. You can complete this page, tear it off and send it back to *FIRST* HQ in your file box for review. **Thanks again!**

Print Name: _____

Email Address: _____

2025 *FIRST* Robotics Competition Event: _____

Suggestions/Feedback: