

Pit Admin Training

2025 *FIRST* Robotics Competition Season



FIRST
ROBOTICS
COMPETITION

From all of us at *FIRST* Headquarters:

THANK YOU!!!

THANK YOU so very much for helping with the Pit Administration Station! We sincerely appreciate your time and effort, and we hope this training will make things easier for you.



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.
- 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.
- People can receive first-aid assistance from the EMT or nurse. Team members should see the EMTs for help as simple as a bandage. (There are bandages available for Pit staff and volunteers in the supply drawers.)
- Report any medical or non-medical incidents using the required procedures.
- Teams can get earplugs, loaner work gloves, and a fire extinguisher – all available in your rolling Regional road case. Districts should also supply those items, please contact the event organizer for your District with any questions.
- Collect lost/found items: When someone reports an item missing, have them complete a Lost Item report. **Throw away the forms as items are returned to their owner.** Store all found but unclaimed articles from your event in your event-specific bin for return to *FIRST* headquarters.
- The Pit Admin station must be staffed at all times. Schedule your breaks accordingly with volunteers for coverage.
- Help guests find teams or gather information about the competition and *FIRST*.

Tip! A wrong answer is worse than no answer- please seek accurate information from event staff!

Season Reminders!!!

- Drivers Meeting
- Report a Concern
- Pit Signs
- Woodie Flowers Award Shirt Signing
- FedEx shipping labels for Team Consent & Release forms
- Lost and Found
- Championship Letter

Report a Concern

FIRST has released the [FIRST Reporting Portal](#) to allow anyone to Report a Concern in one location. These concerns can range from the following three categories:

- 1) **Youth Protection Concerns:** These can encompass a wide variety of one-time or ongoing issues such as suspected abuse, bullying, harassment, discrimination, questionable behavior or comments by adult volunteers, conflicts among volunteers or issues that haven't been resolved by local leadership.
- 2) **Medical Incidents:** All physical injuries/illnesses, however, slight, taking place at a *FIRST* official event must be reported to *FIRST* Headquarters. Physical injuries/illnesses that take place during a team's activities, not at an event, need only be reported if the injury is related to *FIRST* game materials, *FIRST* game design, or *FIRST* rules. Names may be removed if privacy regulations require it.

To ensure that we are complying with the [Privacy Policy](#) of *FIRST* and to go "paperless" Pit Administration road case will be supplied with a tablet, that will 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 charged at all times for easy reporting

The pin to open the Tablet is 8326

Key Training Points

Team Rosters and Consent & Release Forms

Each youth team member and adult mentor participating at a *FIRST*® Robotics Competition regional or district event is required to complete the 2025 *FIRST*® Consent and Release form. The Consent and Release form should be submitted electronically via our Youth Registration portion of the Dashboard or via hard copy at each event the team attends.

Shipping to *FIRST* Championship

Regionals & Districts:

For the 2025 season, teams can either ship to the *FIRST* Championship using the FedEx voucher or hand-carry their robot.

Set up

Regionals:

Unpack your rolling crate, you will find the important materials to run the Pit Administration Station in a rolling crate. Within this crate, plastic bins marked specifically for your event will include the registration materials (envelopes, documents, and a Pit Administration packet) needed to stuff your team registration envelopes. Each rolling crate also contains brown boxes of team buttons, labeled by event.

Districts:

Depending on the District, the Event Manager or someone from the District leadership will provide you with the necessary materials to check in the teams. All [paperwork](#) for the Districts is provided by *FIRST* via a SharePoint site. It will be downloaded and shared with the Pit Admin.

During the Event

Pack Registration Envelopes

Regionals:

If a new team has registered for your regional event **after** the rolling crate has left *FIRST* Headquarters, you will need to prepare a new registration packet for the team (not listed on registration list). Please be sure to include all the necessary documents, badges (extras are available for this reason) and at the bottom of the registration list, write-in the team number and have the adult mentor sign when registering.

Districts:

If a new team has registered for your District event **after** the list was posted by *FIRST* Headquarters in SharePoint, you will need to prepare a new registration packet for the team (not listed on registration list). Please be sure to include all the necessary documents, badges (extras are available for this reason) and at the bottom of the registration list, write-in the team number and have the adult mentor sign when registering.

Match Lists

Distribute 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 Queuers and judges and tape about three Match Lists to the Pit Administration tables for visitors to reference.

Opening/Closing Ceremonies

Make a few announcements starting at 8:30 a.m. stating that the Opening Ceremony (usually on Friday) will begin shortly. During the 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 urge all teams to attend.

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:

- Pre-event - The Judge Advisor 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 and *FIRST* Impact Award interview for the same slot in case the DL nominee is also a *FIRST* Impact Award presenter.
- The Judge Advisor (JA) or Judge Advisor Assistant (JAA) provides the sheet for teams at Pit Administration.
- 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."
- Teams can see which time slot they have been given. If a team lets you know that they do not want to interview, please pass this along to the JA or JAA.
- Some teams may ask to change their time slot. To do so, the team must find another team that is willing to switch with them. Both teams will then come to Pit Administration who can approve the change. Pit Administration must alert the JA or JAA. At **some** events, a form requesting this change may be required for both teams to fill out and have authorized by one of the team's Mentors. This form must be returned to Pit Admin and shared with the JA or JAA.
- 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. You can share this with teams and directions for accessing the feedback can be found on the [FIRST Impact Award Resources webpage](#).

Dean's List Award Interviews

In-Person Dean's List Award Interviews

You will receive a schedule of when the Dean's List 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 students at the event. Students 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. The Judge Advisor will indicate on the schedule which students do not have a signed Consent and Release form on file.
2. The Judge Advisor or Judge Advisor Assistant provides the sheet for teams at Pit Administration. As consent and release forms are received, Pit Administration should check off on the schedule that a form has been received.
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 Administration to see what time you are assigned."
4. Nominees can see which time slot they have been given.
5. Some students may ask to change their time slot. In order to do so, the student must find another student that is willing to switch with them. Both students will then come to Pit Administration who can approve the change and Pit Administration **must** alert the JA or JAA. At **some** events, a form requesting this change may be required for both students to fill out and have authorized by one of the team's Mentors. This form must be returned to Pit Admin and shared with the JA or JAA.
6. If a consent and release form is not received, Pit Administration should notify the JA who will then visit the team in the pit and let the Mentor know a form must be received before the student's interview otherwise they will be disqualified.

When a student goes into the interview, they will be presented with a **Dean's List Semi-Finalist button**.

Preparation

1. Attend the volunteer meeting.
2. Meet and train other Pit Admin staff on the basic procedures of the Pit Admin area.
3. Set up the Pit Admin table.
4. Pack the registration envelopes.

Tip! Please be aware of the locations of the Machine Shop, Pit Announcer, (if applicable) Practice Field, Robot Inspection and Spare Parts.

Safety Glasses must be worn at all times in the Pit.

Safety Glasses Volunteers ensure that people do not enter the Pit unless they are wearing appropriate eyewear.

End of Day/Event

End of Each Day:

- Approximately 15 minutes prior to the Pit closing, begin to make reminder announcements.
- 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.

End of Event:

- Start cleaning up during the Awards Ceremony.
- Place lost items forms in the file box and pack the found articles in your event-specific bin. Place all plastic bins in the rolling cart for return to *FIRST*. If at a District event, please work with the Event Manager/Leadership to decide what stays at the venue to be reclaimed.
- 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.
- Once the Pit Administration area is packed up, help move Pit materials to the truck.
- Secure tablets inside your road case.
- Return your radio to the event office charging station and sign it back in.

Need Additional Assistance?

- Please review the Pit Administration Supervisors' Guide for complete details on the items discussed in this presentation.
- Please tune in to the mandatory Pit Administration Supervisors' Call!

Questions before, during, or after your event:

- Please contact Team Support at 1-800-871-8326, ext. 0 or email customerservice@firstinspires.org. Our regular business hours are Monday- Friday from 8:30 a.m.-5:00 p.m. ET. We are also available on Saturdays from 12:00 p.m.- 5:00 p.m. ET during the event season.

Thank you again for your assistance this season!
YOU help make our events successful!