



Townview FTC Qualifier December 16, 2017

7:00	Volunteer Check-in and Assignment
7:30-8:15	Teams Arrive and Set up Pit Area
8:15-10:15	Robot Inspection and Field Test Team Judging Sessions
10:15	Drivers Meeting
10:30	Opening Ceremony
10:45 – 12:15	Qualifying Matches - Morning
12:15 - 12:45	Speed Lunch
12:45 - 3:15	Qualifying Matches - Afternoon
3:30	Alliance Selection
3:45 – 4:45	Elimination Matches
5:00	Awards Ceremony

***This is the planned schedule based on expanded participation. We will take any opportunity to compress the schedule so events later in the day could shift earlier, but could also shift later in the event of technical difficulties. Teams are responsible for tracking the progress of the match schedule and keeping pace with it.**

Volunteer Check-in. You may already have received notice of your volunteer assignment, particularly if you are supporting a technical or otherwise certified position. If you have not received an assignment, you'll be assigned one at check-in. A description of volunteer roles is attached. Thank you for your flexibility. Breakfast foods will be available in the volunteer lounge.

Event Layout

The entire competition will be held in and around the large commons/cafeteria at Townview. Teams of volunteers are assigned to help manage the spaces used. As you enter from the main parking lot you will encounter:

Team and volunteer registration tables. Teams will need to present their student rosters or their consent and release forms and receive their team packet. 2 volunteers are needed at the registration table.

A practice field will be located behind the registration tables. Teams will use this field to test their robots throughout the day. Because of the number of teams, we may need to regulate their access to the field for fairness. 2-3 volunteers will maintain team rotation onto the practice field

Pits. Each team will be directed to their Pit table where they will work on their robot and prepare for their next activities. Pit administration volunteers will deal with teams' needs, make sure they are wearing their safety glasses, keep students from running, etc. 2-3 volunteers will be needed.

Inspection and Queuing tables. Four tables will be used in the morning for robot inspections and during match play for queuing. Inspectors and the queuing teams will operate here.

Competition Fields. Two competition fields will be used in the morning for team field inspection and for match play for the rest of the day. Field inspectors, referees and scorekeepers will operate here.

Audience Seating. We will need a few volunteers throughout match play to maintain crowd control. Crowd control volunteers will also operate at the main entrance.

Judging Hall. In the morning teams will be rotating between inspections and judging sessions. We will have 4 judging rooms operating simultaneously. For each room we will need 2 volunteers: 1 to maintain order outside the room, and one to act as timekeeper inside the room. Coaches/mentors will be allowed to observe and/or record their team's interview, but will be asked to sit at the back of the room and may not communicate with the team during the interview. An adult volunteer will be in overall charge of maintaining order and quiet in the hallway.

Judge Deliberation Room. Judges will meet here before judging begins and during their deliberations throughout the day.

Rest Rooms – unfortunately the main restrooms are in the path to the judging rooms. Additional crowd control volunteers may be needed to assure that traffic does not impede teams' progress to and from judging.

Event Wide Roles

Runners. Teams have tight schedules which can be challenging to manage. Runners will track down teams and help get them to their next location. In the morning runners will make sure teams get to their judging and inspection sessions on time. During match play they will gather teams that need to get to their queue. We will need 4 runners at all times. In the morning 2 runners will report to the lead robot inspector and 2 to the judging hall monitor. During match play runners will report to the lead queuer.

Floater. Floaters are generally there to roam the competition and troubleshoot where they see issues arising. They may elevate issues to the volunteer manager or the event director.

Food Service. Teams will eat lunch at their pit tables. Some teams will break for lunch early as their morning matches complete. We could use a few volunteers to help distribute lunches and pizzas.

Lunch for adult volunteers will be served from the volunteer lounge. Student volunteers will receive Chick-fil-A lunches along with Dallas ISD teams.

Concessions. PTSA volunteers will staff the concessions table. Proceeds will benefit the School of Science and Engineering Senior Graduation Fund. They will feature a reasonably priced taco bar with vegetarian and vegan options. Their menu is attached.

Photography. Photographers and videographers will roam the event and document the day. All photos should be uploaded to a shared drive. Please respond if you will be on photography duty and we will share a link with you.