



Running a FIRST Event in a Nutshell

Made by Students, For Students

FRC Team 2486 | The CocoNuts



CocoNuts
Team 2486



PRESENTED BY  Raytheon Technologies



PRESENTED BY  BOEING

Introductions + Our Background

Official Title: The Organizing Partner for Arizona FIRST Tech Challenge

As the CocoNuts We Have:

- Supported ...
 - 117 FLL/FTC/FRC Events
- Ran ...
 - 81 FLL/FTC Events
- Volunteered ...
 - Over 29,400 hours making these events possible



What Will We Cover Today?

- Planning
- Volunteers
- Set-Up
- Live Streaming
- Execution
- Team Support
- So, What About the Adults?
- Questions



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Planning

Ask Yourself:

Who??

What??

Where??

When??

Why??

Planning

Who? ...is registering teams?

- Your team
- Or program director

Who? ...is volunteering?

- How many?
- How are we recruiting?
- How are we feeding them?
 - Set up Dinner
 - Breakfast & lunch

What? ...kind of event is it?

- FLL
- FTC
- FRC
- Scrimmage
- Qualifying Tournament
- Championship Tournament
- Off Season Event
- Invitational

Planning

Where? ...is the venue?

School or university?

Community Space?

Outdoors?

Layout determines everything

Pit space

- How many teams
- Perimeter for each pit
- Load in for each pit
-

Competition area

- Number of fields
- Traffic flow
- Technology

Planning

When?

Ask yourself...

- Is it interfering with our own events or competitions for other programs in our region?
- Is it in our pre-season?
- Is it interfering with school?
- Does it work with the community?
- Is it on a holiday?
- Are there any school or venue events?

Volunteers

Who's the Most Important Volunteer
The Right People for the Right Job
Student Volunteer Expectations

The Right People in the Right Place

Assign people based on skill set

- *Head Programer > CSAs, possible FTAs*
- *Robot Builder > FLL Robot Judge, FTC Robot Inspector*
- *Punctual Member > Queuer*
- *Enthusiastic and Diligent Members > Field Reset*
- *Organized Member > Managing Hospitality, Pit Admin*

*Students are always supervised by adults in key roles



Student Volunteer Expectations

What to look for:

- Preliminary training
- Group meetings at the venue
 - i.e. referee meeting
usually includes scoring
& field reset
- Qualifications for roles



Age - please refer to the FIRST volunteer manuals for each role

- Volunteers >13
- CSA > 18*
- FTC Judge > 21
- Referees > varies by program

**Discretion of the volunteer coordinator or Program Delivery Partner*

Set-Up

Pits

Practice Area

Competition Area

Venue Layouts



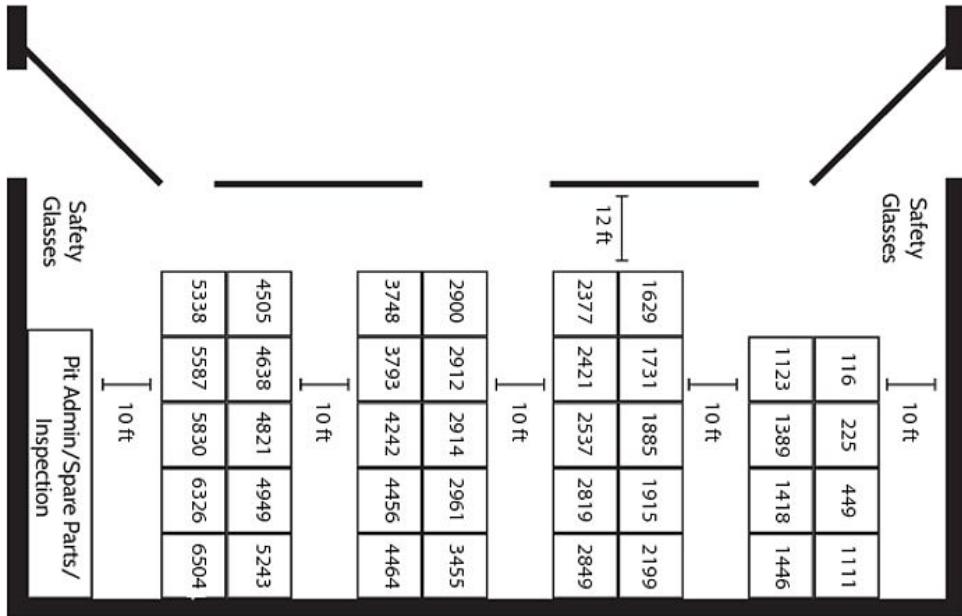
Pits

Need:

- Electricity to each pit space
- 10x10ft per team, is suggested

Nice to Have:

- Ranking Display
- Match Display

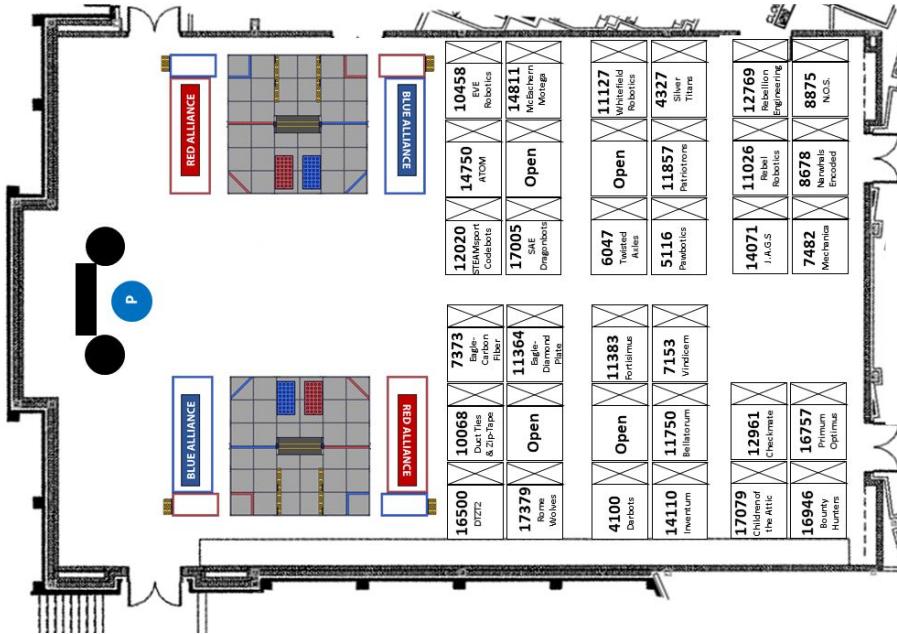




Practice Area

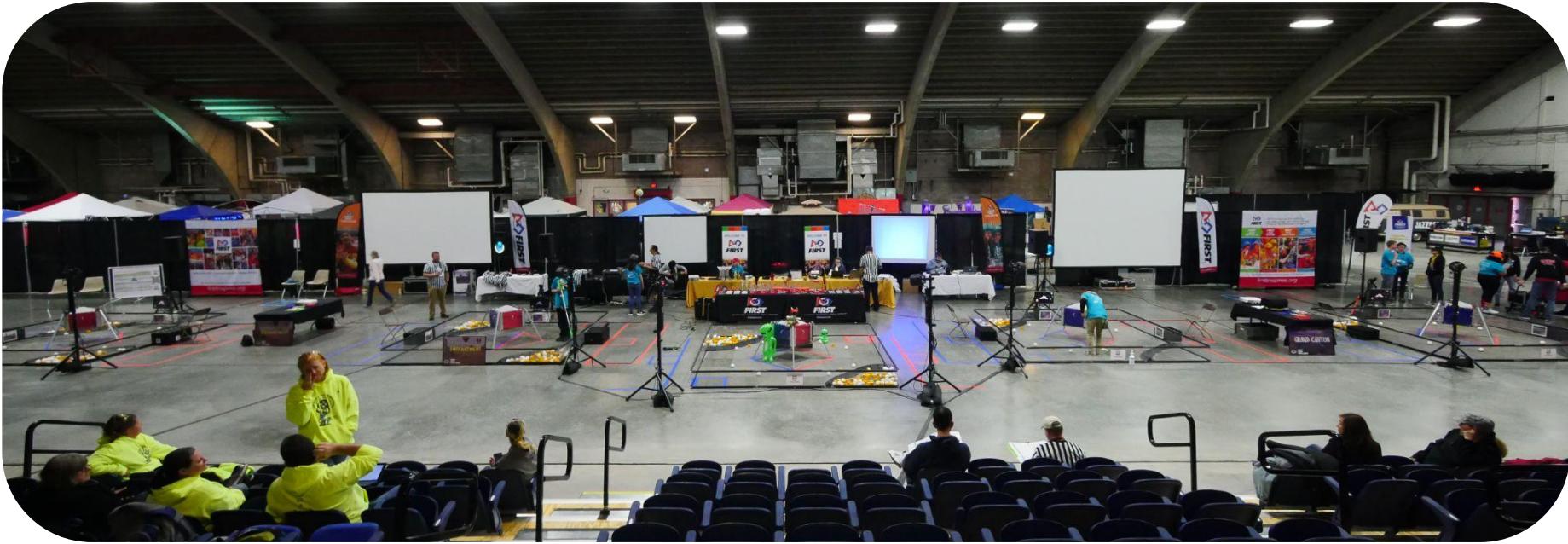
Need:

- Field
- Necessary game elements
- Tip: Borrow fields from competing teams but include team # on all pieces



Nice to have:

- Near the pits
- Tables by fields
- Volunteer supervising



Competition Area

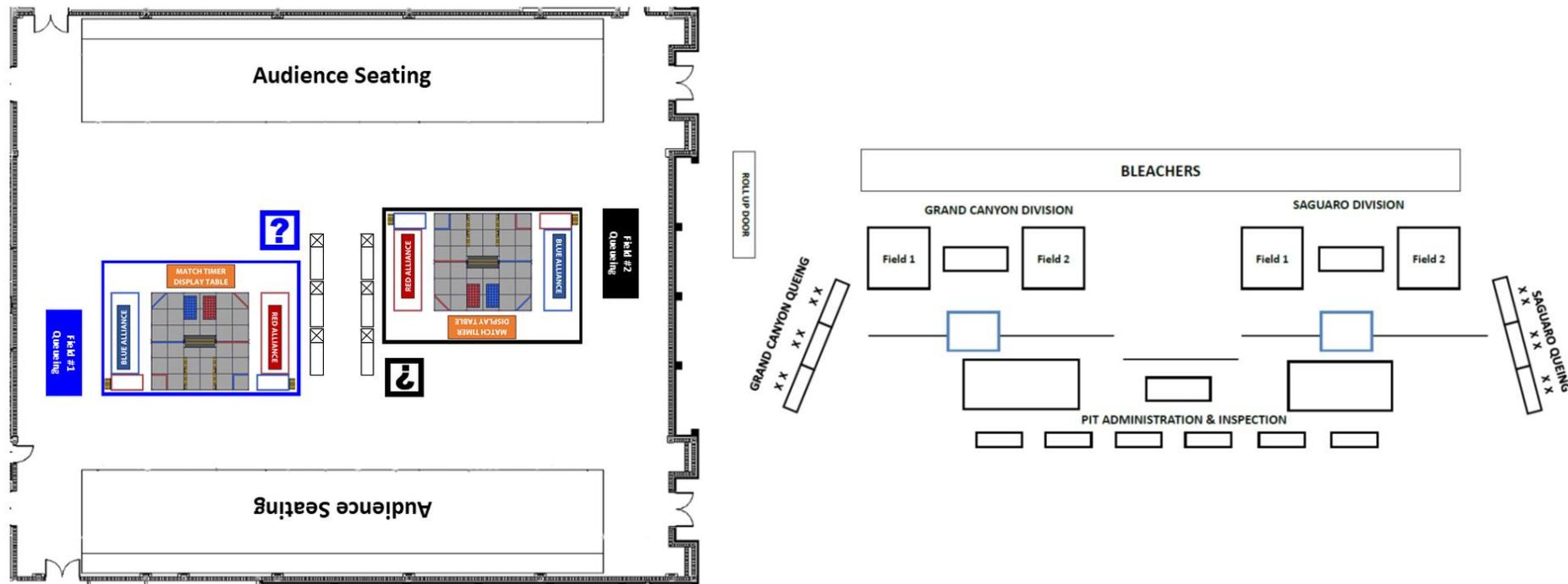
Need:

- Field
- Power
- Scoring Tables
- Queuing Areas
- Sound System
- Seating for spectators

Nice to Have:

- Audience display
- Awards display
- *Livestream

Different Comp Area Layout for Different Venues



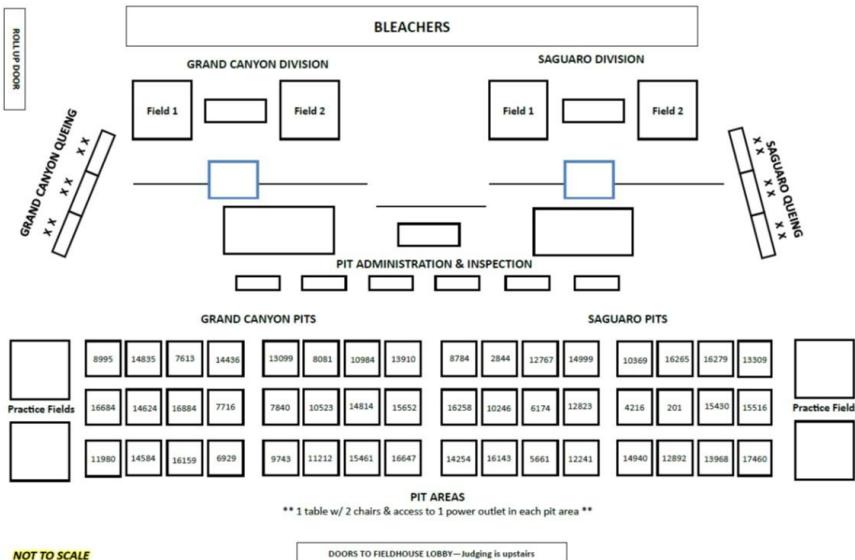
Venue Layouts

FLL

2018 High Altitude Robotics Extravaganza
Flagstaff FIRST LEGO League Qualifying Tournament
December 8, 2018



FTC



Volunteer
Lounge/
Basketball
Court—no
teams
please



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Live Streaming

Live Streaming Pros and Cons

Live Streaming Preparation

Our Notable Equipment

Live Streaming Pros and Cons

Pros

- Accessibility
- Parent/Community Involvement
- Team Scouting
- Memories

Cons

- Expensive
- Requires a Volunteer to Manage
- Technically Demanding

Live Streaming Preparation

Livestream Platform (Youtube, Twitch, ETC.)

- Making an event
- Distributing the link
- Understanding limitations

Venue

- Hardline Internet connection
- Unblock Streaming Platform

Packing Equipment

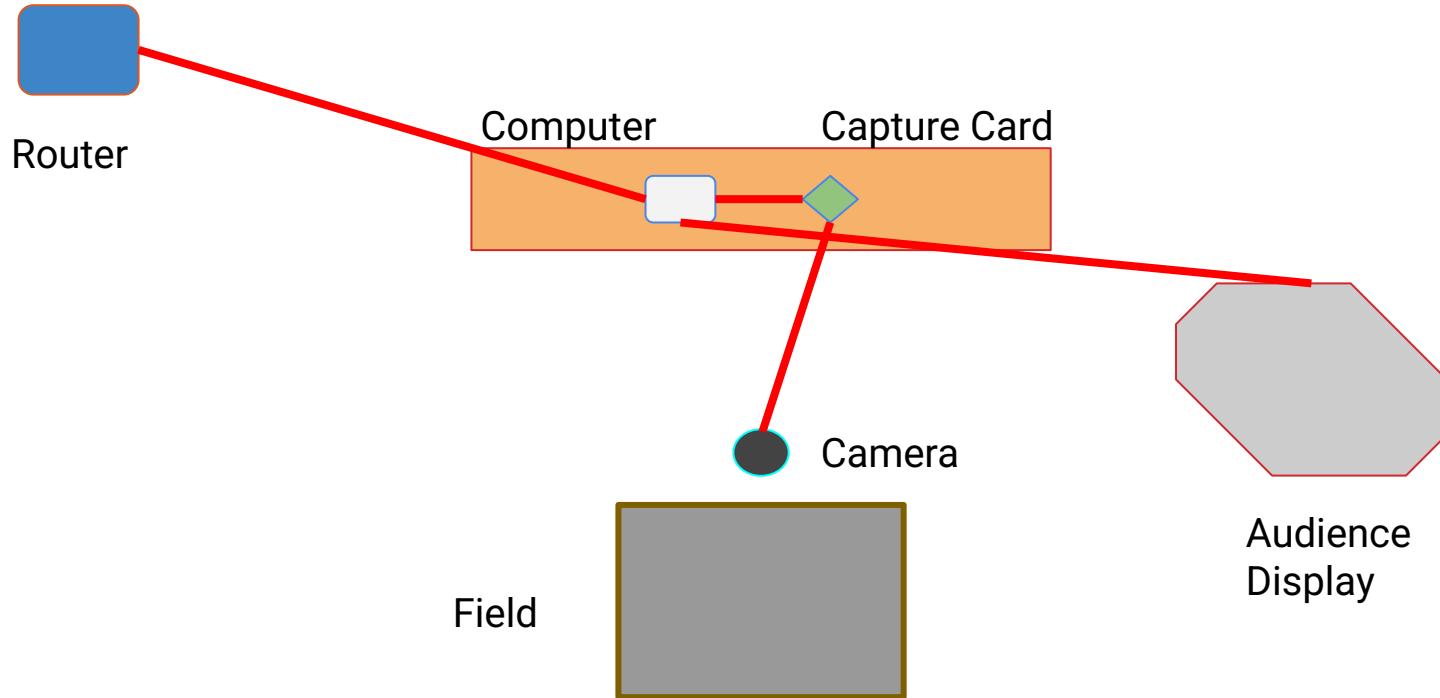
- Cameras
- Tripods
- Computers
- Cords



Our Notable Equipment

- Dell Latitude
- OBS
- 75ft HDMI Cables
- 150ft Ethernet Cables
- Zoom Q2n Zoom Handy Video Recorder
- Blackmagic Design Intensity Shuttle
- HDMI Switcher
- Male Micro-HDMI to Female HDMI

Our Equipment Layout



Execution

Maintaining Standards
Tips and Tricks

Maintaining Standards

Stay on Schedule

- Strong Queuing Team
- Knowledgeable Field Staff
- Good Luck



Make it **FUN** and **ENGAGING**

- Play Dance music
 - FIRST Playlist is a must
- Volunteers Cheer, Dance, Pay Attention
 - Never on their phones
 - Be role models

Remember you are representing FIRST!

Tips and Tricks

- First to arrive, last to leave
- **CLEAN UP**
- Wear comfortable shoes
- Bring backup equipment



- Take Breaks
- Hydrate & eat snacks
 - Volunteers LOVE goodie bags
- Know who to go to for different kinds of questions
 - Ex: Field/game issues = head referee
 - Logistics = tournament director

Team Support

Help Fix and Improve

Help Fix and Improve

“Help them become better than when they came in”

- Sending a programmer to a struggling FLL team's pits to help the solve a mission.
- Assisting an FTC team with tricky motor reattachment.
- Helping a team come up with a unique cheer.

Be careful not to overstep

- Be a resource
- Answer questions
- ***DON'T*** overstep, let the kids problem solve



So, What about the Adults?

Roles

- Coordinator
 - Volunteer
 - Team Registration
 - Venue
- Hospitality or Pit Admin
- Head Judge
- Head Referee
- **PUTTING OUT FIRES!**



Questions?