FRC Lead Team Queuer

Day 0 – Wednesday

1) **Check in** at Volunteer Check in.
2) **Assign positions** for the queuing staff.
3) **Review queuing procedures** from the training.
4) **Communicate expectations** to the queuing staff.
5) **Tape off queuing areas**, including red & blue queuing boxes and traffic pattern areas. Tape off on-deck and pre-queuing boxes if space allows.
6) **Review traffic patterns** with the queuing staff.
7) **Attend volunteer information meeting** and dinner.

Day 1 – Thursday

1) **Check in** at Volunteer Check in and enjoy the volunteer breakfast.
2) **Setup a routine with teams.**
   a. **Teams check in with main queuer** and are sent to the red or blue side.
   b. Red and blue queuers **put teams in the 1, 2, and 3 positions.**
   c. Red and blue queuers **make sure that each team is in the correct numbered position** on the field.
   d. **Maintain the flow of traffic.** Teams enter on one side and exit on the opposite side of the field.
   e. **Give teams queuing feedback** (preferably positive).
3) **Monitor match times** and keep to match schedule.
4) **Meet with queuing team at the end of the day** to review and gather feedback.
5) **Make any adjustments as needed** to the traffic pattern and routine.

Day 2 – Friday

1) **Check in** at Volunteer Check in and enjoy the volunteer breakfast.
2) **Inspect robot traffic path** for safety.
3) **Stage robots for first matches** prior to opening ceremonies.
4) **Continue using the routine established** with teams on Thursday.
5) **Monitor match times** and keep to match schedule.
   a. **Communicate with pit queuing and Field Supervisor** about schedule.
   b. Pit queuing should **announce when matches are not on schedule.**
   c. **Give teams queuing feedback** (preferably positive).
6) **Meet with queuing team at the end of the day** to review and gather feedback.
Day 3 – Saturday

1) Check in at Volunteer Check in and enjoy the volunteer breakfast.
2) Inspect robot traffic path for safety.
3) Stage robots for first matches prior to opening ceremonies.
4) Continue with the routine established on Thursday and Friday.
5) Monitor match times and keep to match schedule.
   a. Communicate with pit queuing and Field Supervisor about schedule.
   b. Pit queuing should announce when matches are not on schedule.
   c. Give teams queuing feedback (preferably positive).
6) Prepare for elimination matches.
   a. Get elimination match schedule from Head Scorer as soon as it is available to begin staging teams.
   b. Have an elimination match ladder ready to fill in as alliances advance.
   c. Confirm with the Head Scorer which alliances will be on the red and blue sides as they advance.
7) Allow only team members with the proper badges into the field area.
8) Organize robots in field area.
   a. Communicate with alliance captain.
   b. The blue alliance will position robots first and is not allowed to make changes.
   c. Red alliance can then position and adjust robots.
   d. Robot alliances must remain in the field area during the final rounds until they are eliminated.
   e. Have designated areas for teams to park in between matches so you can move alliances on and off the field for semi-final and final matches.
   f. Ensure that eliminated alliances leave the field area.