



Event Volunteer Step-by-Step Procedure

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.