

Lead Inspector To Do List

The Lead Inspector is responsible for inspecting robots and assists teams so they may enjoy the weekend. The LI is the first person to recognize when a team is in trouble due to robot problems and is most able to ask for assistance of available teams at each event. The LI is perhaps the one person whom a rookie team has regular contact throughout the event weekend. Act with gracious professionalism at all times.

1. Prior to the event, the LI should make sure that there will be sufficient copies of the most recent version of the inspection list (enough for all teams present plus spares) on the first day of the event. The event staff may provide them or the LI will need to make copies and bring them on Thursday.
2. A laptop with the most recent competition documents including game rules, robot rules and inspection list in electronic form is desirable. Often teams will claim a Q&A response allows a device on their robot so many LIs will copy the Q&As to that computer as well.
3. A Lead Inspector should attempt to be present for the volunteer dinner if one is planned for the event. At that dinner there should be an opportunity for the LI to meet fellow inspectors and give some training.
4. The LI and other inspectors should attempt to be present when the venue opens on the morning of the practice day. Check in at the volunteer table when you arrive, complete the paperwork, receive credentials and crew shirt.
5. Prior to the pit opening, the LI should make sure that the inspection station is set up, the scale is turned on so that it may reach operating temperature and the inspection forms and files for that event are present.
6. Breakfast with the other inspectors, prior to pit open, is a great way to introduce everyone and give a general overview of the day.
7. It is unlikely that a team will want to inspect before practice. If that team has not attended an event prior to this one, encourage them to get through a practice match or two. This will prevent you from having to inspect the robot multiple times as the team makes modifications.
8. Pair up experienced inspectors with new inspectors and after the pit opens assign them to walk around to become familiar with the look and style of the robots for that year. Have them check for absent teams and teams who shipped an unfinished robot or a box of parts. Have them check for glaring safety issues such as sharp edges, entanglement devices and poorly insulated electrical connections.
9. Introduce yourself to the FTA, the Head Ref and the IFI rep early in the morning. You may be asked by any of these people for assistance during the weekend. Check with them at regular intervals throughout the weekend. Ask the Head Ref if there are any changes you might be required to check for on the robot. Introduce yourself to the pit admin, they also need to know who you are.
10. Make a point to check on the rookie teams to insure they have unpacked their robot and have a workable robot to compete. They will be in shock when they see some of the other robots. Your interaction is crucial in their success. If a rookie does not enjoy this first event they may not return. Inform the rookies about the

- practice schedule and how the day will progress. If there is a drivers meeting, make sure they know about it. If their robot is non-functional, let them know to send human player(s) for practice. Show them teams that are near them that they can ask for assistance. Check back with them often.
11. If a team has shipped a box of parts (rare but it happens), make sure you have other experienced teams lined up to help them and make sure the FTA is aware.
 12. Answer any questions from your inspectors and perhaps take a team that is ready to inspect early as a training exercise for all inspectors.
 13. Teams normally begin inspecting after their first or second practice match starting about 10 AM. Many teams will check weight and size as they are working on the robot without officially inspecting.
 14. Use the white board to list teams and have a method of showing those that are finished with inspection, those partially inspected and those that have not started. This will help bring teams in for inspection. Post the board where teams will see it either queueing for practice or returning from practice.
 15. Make sure that your inspectors know where snacks and meals are served and release them for meals in small groups so that the inspection station has someone available throughout the day.
 16. Inspections will increase through the afternoon. Some teams are working hard on their robots during the afternoon. Keep reminding those that they need to inspect.
 17. About half the teams will be inspected by 4 PM. At that time start getting a little more aggressive in reminding teams that need inspection. By 5 PM you will need to start becoming creative about reminding teams. Most practice matches will be finished so teams have nothing to prevent them from completing their work and robot inspection.
 18. Starting at 6PM, a few teams will still be working. More experienced teams should know that they have to get inspected and frequent reminders will bring them over to start the process. Rookies that are not inspected will need your help at this point. You will need to ask some veterans to send one or two people over to help.
 19. Pits will close at 8 PM, sharp! It is rare to have all teams inspected by this time, but you should know which teams are very close and which teams might not make that first match on Friday. It is a good idea to check in with the FTA and make sure they know the teams that are running behind. They should be able to give you some indication of which of those teams might be in an early round on Friday and will require some additional help to allow inspections to be completed. Normally teams will not be allowed to compete without inspection.
 20. On Friday morning, make sure remaining teams are inspected. Visit each rookie pit and inform the team of how the day will progress. Make sure they know about queuing schedules and match schedules. Make sure they know to send a human player to every match even if the robot cannot function. Begin to explain how judging works and how to recognize judges in the pit. Check back with them often.

21. Make sure there is someone in the inspection station throughout the day. Let that person know where you are going. i.e. walking the pit, meals, or competition field. Listen for pit announcements that may be paging you.
22. Pits usually close by 6 PM Friday evening. Some events have a Friday Social you can attend following awards. Encourage all teams still in the pits to send their students to the stands for awards and opening ceremonies.
23. On Saturday, walk the pits early and instruct rookie teams on what they need to know for the final day. Remind them about judges and the need for students to be the team spokespersons. Inform them as needed on match results, strategies and alliance picking for finals.
24. Saturday morning the pits will be crowded as visitors, judges and extra team members will be present in the pits. Be prepared for the chaos.
25. Remind all teams that they need to reweigh and size for the finals while you walk the pit. Make sure you will have enough inspectors to perform final inspections.
26. Inspect all teams that are chosen for finals and the next 5-10 teams that might serve as alternates. This insures that you will have an adequate number of fully inspected robots for the finals.
27. After inspections, you can pack up the inspection station, pack all the materials and inspection forms and watch the finals matches. Be available in case the head ref, FTA or IFI reps need assistance.
28. Have fun and thanks for volunteering!

Lead Inspector One Page Checklist

1. Make sufficient copies of the latest robot inspection list to bring to the event for each team and some extras.
2. Arrive early on Thursday morning to setup or check the inspection station, have breakfast (preferably with your staff) and begin training. Assign inspectors in groups of two or three mixing experienced and inexperienced inspectors, to start meeting teams and looking over robots in the pit. Have them checking for glaring safety issues that would be a problem for practice.
3. Meet with the Head Ref, IFI rep, FTA, and pit admin staff to check on last minute changes and any needs they may have. Check with each at least twice daily through the weekend.
4. Try to keep at least one person at the inspection station throughout the day if you can.
5. Personally check with each rookie team to insure they have a robot and have it unpacked. Seek help if needed, from experienced teams near them. Insure they know how practice matches are run and how to get info from pit admin.
6. Teams may not start to inspect until late morning. Use the first few robots to fully train your inspectors. Show them how you want the inspection sheet marked, signed and time stamped. Make sure they know how to apply inspection labels and stickers and have them initial the sticker.
7. Many teams will come for inspection soon after their second practice match. Be prepared for this to begin after 10 AM.
8. Use the white board to make a list of teams and some method of showing which are inspected, which are partial inspections and those not yet inspected. This helps teams get inspected.
9. Make sure your inspectors get lunch, send them in small groups so inspections will not be interrupted.
10. Remind teams they need to get inspected. You should have about half of the teams inspected by 4-5 PM. You will need to keep reminding teams to get inspected.
11. By 6 PM you will need to get a little more aggressive about inspections for those teams that have not checked in. Check to see if those teams need any assistance. By now the practice matches will have ended so there is no excuse.
12. By 7 PM you should have well over 80% of the robots inspected or beginning inspection. Remind the others that pits close at 8 PM sharp.
13. It is rare to have 100% inspected by pit close. The FTA should be able to give you some idea as to which un-inspected robots may be in the first few matches on Friday morning.
14. On Friday, arrive early, check over everything and have some breakfast with the staff. When the pit opens, be ready to hit the teams still needing to inspect. Enlist help as needed.
15. Check in with rookies and inform them about day's events and judging. Check in with Head Ref, FTA, etc.
16. Finish up paperwork and file inspection sheets in order of team number. You will need to pull these sheets during final inspections on Saturday.
17. Check with teams throughout the day while looking for problems. Sad team members are a sure sign something is wrong.
18. Watch for teams making major modifications to the robot. Remind them of the rules about re-inspection as they may apply.
19. Pits close at 6 PM at most events.
20. Saturday morning, arrive early, have breakfast with staff and discuss any problems that may have arisen during the previous days matches. Check in with Head Ref, FTA, etc.
21. Teams that are high in the standings may ask to have a final inspection following their last match.
22. Make a list of the finals teams and the next five teams in the standings or obtain one from event staff. Use this list to make sure all finals teams and alternates are inspected.

23. Mark each team's inspection sheet with final weight and size, and question any differences from initial inspection. Note finals specs on the inspection sheet and initial the inspection sticker for finals matches.
24. Pack inspection area after finals are complete before awards.
25. Have fun!