



BadgerB.O.T.S.

Building on Talented Students



Badgerland Regional FLL Tournament Volunteer Position Descriptions

Registration Table

Greet teams. Each team should receive a folder of information with their team number on front. Point out pit area on map.

Flip through sample documents in binder and reinforce that all teams should be completing ballots for award nominations (see binder) and for tournament evaluation (online after tournament is over).

Registration ends at 10:30 am, but stay around until all teams have registered. Bring extra materials to the volunteer room and help as needed.

Information Table

Greet guests. Hand out programs, help as needed. Encourage people to sign up on the mailing list to receive information about next year's tournament. Point out all areas for guests to visit. Competitions are in the gym. The Pit area is for teams and mentors only in the field house. Guests will only receive a general schedule in their program. If they have specific time questions, refer to the detailed master schedule in your team's folder or on the walls throughout the school.

PIT AREA VOLUNTEERS

First shift pit area crew helps line up teams for opening ceremony.

Second shift pit area crew helps line up teams for the award ceremony.

Pit Manager

Before competition, help layout pit to optimize traffic flow. Sit at the pit information table. Monitor the schedule, announce when teams are on-deck to go to their Project Presentation and Competition Matches. Answer teams' questions and make additional announcements as needed. Communicate with bullpen boss and presentation staging manager for cueing of the teams. Escorts will be used to get the students to the right location.

Pit Assistant Manager

Assist the pit manager in cueing the teams for the competitions and presentations. Help ensure escorts get the students to the right location and on time.

Table Manager

Teams can practice in the pit area anytime after 9:00 a.m. Have teams line up to wait for table or sign up for a time in advance. Your job will be to coordinate what team goes to what table and to do it in an orderly fashion. There will be four (4) half-tables for the teams to practice on. Once at the table, teams have a 5-minute maximum time, after which they must leave and go to the end of the line, if desired. Please stay at the table at all times. If you need anything, let the runners or pit manager know. Have the team reset the table before they leave. Make sure ALL the pieces are in place before releasing the team (pieces frequently get removed from the table).

COMPETITION AREA VOLUNTEERS

On-Deck Boss

Communicate with the pit manager via a radio. The on-deck boss is responsible for keeping close track of what teams are on the playing field and guides the teams on deck, directing them to the appropriate playing field. Maintain a smooth traffic flow between playing field and the pit.

On-Deck Assistant

Assist the on-deck boss with managing and accounting for teams before and after their match. There will be one playing field (two half-tables), and two teams will be up at a time. One referee's assistant will be responsible for both half-tables.

Competition Timekeeper (afternoon only)

Start the clock at the beginning of each match. Let the emcee know when 1 minute remains and when 10 seconds remain. Reset the clock at the end of each match in preparation for the next.

Referee Assistant (afternoon only)

Reset the playing field after each match. Assist the referee in any way needed.

Competition Score Runner (afternoon only)

Help Pit Manager, Team Escorts, Bullpen Manager and Referees. Be available for teams with questions. Deliver score sheets to the Judges' Room. Fill in for others in pit as needed.

DJ

Plays appropriate music and works with the Emcee to establish a rhythm to keep the matches on schedule.

Emcee

Announces all team for the matches and "calls" the games as they are played. Responsible for coordinating with the DJ and maintaining an upbeat atmosphere at the event.

SUPPORT VOLUNTEERS

Team Escort from Pit Staging Area to Project Room (morning only)

Lead each team from the pit staging area to the appropriate room for each of their Project presentation. Each team will go directly from their Project Presentation to their Technical Presentation. The rooms are set up such that the teams will be close to all three judging rooms. Ensure that each team knows where to go for their Technical and Teamwork interviews.

Project Timekeeper (morning only)

Works in a project presentation room. Keep the teams presenting and the judges on time. A time breakdown and instructions will be provided in each room. All timekeeper positions are important for the event to stay on schedule.

Project Camera Operator/Competition Camera Operator (all day)

This person is responsible for capturing the entire team as it presents its project to the judges. This includes the Questions and Answer session that follows. Specific instructions are provided for this position to ensure good recordings are made. The cameras are moved from the judging rooms to the competition fields for the afternoon.

Technical and Teamwork Timekeepers (morning only)

Keep the teams presenting and the judges on time. A time breakdown will be provided in each room. All timekeeper positions are important for the event to stay on schedule.

Judges Score Runner (morning only)

Primary job is to run judging score sheets from the presentation rooms to the Judges' Room. If time permits, help Pit Manager, Referees, and Hallway Monitors. Be available for teams with questions.

SCORING VOLUNTEERS

Scorekeeper (all day)

Enter the scores from all of the presentations and matches into a computer program. Copy and organize score sheets to be given to teams after Closing Ceremony. At the end of rounds one and two, provide the scores to the Pit Manager to be posted.

Scorekeeper Assistant(s) (all day)

Helps the scorekeeper by double-checking calculated scores, makes copies of score sheets (in triplicate) and sorts copies as needed.

Score Runner (afternoon only)

Runner is responsible for getting the competed competition score sheets from referees on the Playing Fields to the scorekeeper then in to the Judges' Room and scorekeeper assistants. Help the scorekeeper track down and sort out score sheets as needed.

SETUP, CLEANUP, and OTHER

Volunteer Floaters (all day)

These are extra volunteers to assist on an as-needed basis. They will fill in for any parent volunteers, if needed, so that parents can watch their children's teams perform and to step in if there is a shortage of volunteers for any reason.

Setup Crew (The night before the tournament)

Assist in setting up for the competition, including:

1. Before setting up the interview/judging rooms, draw a diagram of the room on the board so the clean up crew can restore the room to its original arrangement.
2. Move tables (including field tables) and arrange furniture as needed throughout the site.
3. Assemble registration information packet for each team.
4. Set up pit table for each team (team number, electrical, chairs).
5. Fasten down mission models to table mats in the pit area, competition area. and technical judging rooms.
6. Setup all competition area elements (DJ, Projectors/Screens, Scoring)
7. Setup and stock concession area.
8. Hang all signs for interview rooms, holding, on-deck, pit boss, etc.
9. Anything else???

Clean-up Crew (Saturday evening)

Assist in cleaning up after the competition. Clean up the competition area, pit area, and presentation rooms. Move equipment back to storage and put away.

Volunteer Coordinator (all day)

Greet volunteers as they arrive, provide them with a t-shirt, show them where the volunteers room is located, where their assignment is located and help them get started with their role (hand them off to appropriate supervising person).

For Inspiration and Recognition of Science and Technology

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