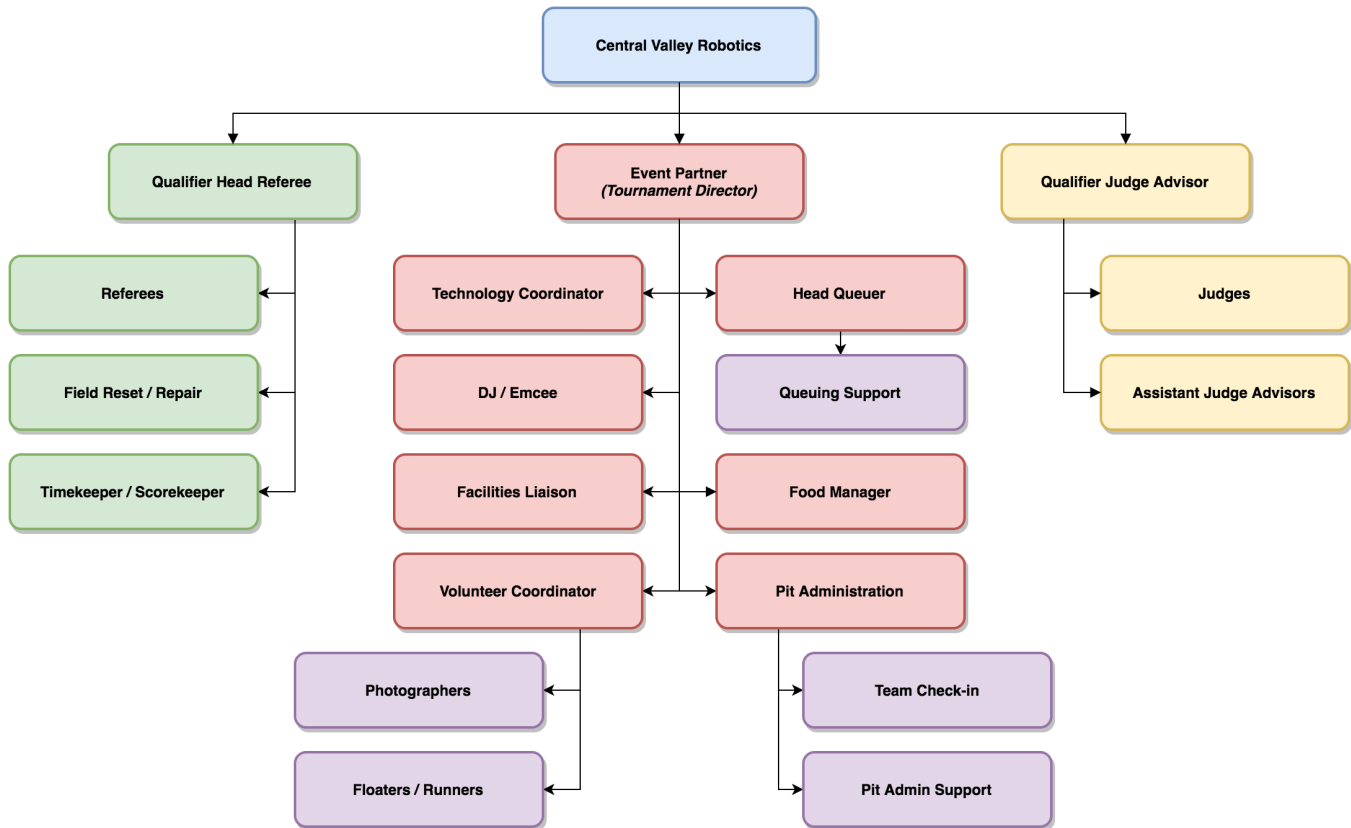


Volunteer Roles, Recruitment, and Screening

Volunteer Structure

The organization structure of a qualifier event is shown in the above diagram. This diagram represents an ideal case for volunteers and some volunteers may have more than one role at an event. Descriptions of these volunteers can be found below or on our website. As stated in other sections, **all volunteers, except for the Judge Advisor and Head Referee, will need to be recruited by the Event Partner and the Planning Committee.**



List of Roles

Title	Category	Description	Time Commitment	Training Required?	Reports To
Core Values Judge	Judging	Reviews individual team accomplishments and provides feedback. Along with other judges, selects team award recipients through <i>FIRST</i> LEGO League's discussion-based deliberation process. Position serves as a role model for the team members. Professionals who have a background in organizational behavior, motivation, teamwork, or communications do well as Core Values Judges.	All Day	Yes with Certification	Judge Advisor
Robot Design Judge	Judging	Reviews individual team accomplishments and provides feedback. Along with other judges, selects team award recipients through <i>FIRST</i> LEGO League's discussion-based deliberation process. Position serves as a role model for the team members. Robot Design Judges should have some programming and design experience; they should also have adequate knowledge of LEGO MINDSTORMS products, as well as Challenge missions, scoring and rules.	All Day	Yes with Certification	Judge Advisor
Project Judge	Judging	Reviews individual team accomplishments and provides feedback. Along with other judges, selects team award recipients through <i>FIRST</i> LEGO League's discussion-based deliberation process. Position serves as a role model for the team members. Professional experience with the Challenge Theme is preferred.	All Day	Yes with Certification	Judge Advisor
Assistant Judge Advisor	Judging	Acts as the backup Judge Advisor and assists the Judge Advisor with various activities on event day. Helps facilitate deliberations and runs Judging Lite for the Judge Advisor.	All Day	Yes with Certification	Judge Advisor
Judge Advisor	Key Volunteer	Oversees all Judging related activities and volunteers at the event site. Ensures the integrity of the judging process as dictated by Central Valley Robotics and the Global Standards. Requires special certification from Central Valley Robotics.	All Day	Yes with Certification	Regional Judge Advisor

Head Referee	Key Volunteer	Oversees all Robot Game related activities and volunteers at the event site. Ensures the integrity of the robot game process as dictated by Central Valley Robotics and the Global Standards. Requires special certification from Central Valley Robotics.	All Day	Yes with Certification	Regional Head Referee
Referee	Robot Game	Referees are responsible for knowing and understanding the rules and scoring for the robot game table. These volunteers are in charge of officiating the tables, scoring matches, and keeping on schedule. Volunteers that make good referees are comfortable being accurate and staying on-time despite a noisy and hectic competition environment.	All Day	Yes with Certification	Head Referee
Field Reset / Repair	Robot Game	Field Resetters are responsible for ensuring that the robot game tables are reset to their starting condition after each match.	All Day	Yes with Certification	Head Referee
Scorekeeper	Robot Game	Scorekeepers are responsible for both entering scoresheets and running match time.	All Day	Yes	Head Referee
DJ / Music	A/V	Keeps the energy up by ensuring an appropriate and active playlist. Works with the Emcee and Game Announcer to keep the crowd active and entertained.	All Day	Yes	Event Partner / VC
Emcee	A/V	Serves as the public voice of the event. Introduces both teams at the competition table, ensures both teams are ready, and starts the match by announcing, "Three, Two, One, LEGO!" Provides anecdotal announcements about teams that helps put them at ease while keeping the audience engaged. Emcee helps the audience visualize the action and excitement through commentary during the robot game rounds.	All Day	Yes	Event Partner / VC
Video Switcher	A/V	Manages the A/V and recording systems for the event. Includes setup and connection of video cameras, setup of live stream scenes, and management of the score system to integrate with the projected video and recordings.	All Day	Yes	Event Partner / VC
Head Queuer	Pit Admin	Oversees all Queuing volunteers at an event. This person is responsible for keeping the appropriate locations staffed with Queuers and ensures that all teams make their scheduled events and activities. This role is sometimes split into a Head Judge Queuer and Head Robot Game Queuer, depending on event layout.	All Day	Yes	Event Partner / VC
Queuer	Pit Admin	These volunteers are stationed at key points around the venue to ensure that teams arrive at matches and judging sessions on time.	Preferably All Day	Yes	Head Queuer
Pit Admin Support	Pit Admin	Works with the Lead Pit Administrator to ensure teams are safe in the pits and ensures fair play on the Practice Tables.	Preferably All Day	Yes	Lead Pit Administrator
Lead Pit Administrator	Pit Admin	This volunteer oversees all Pit related activities and ensures integrity of the Pits for a positive team experience. This volunteer also oversees check-in and notifies the Event Staff if teams do not show up to the event.	All Day	Yes	Event Partner / VC
Photographers	Support	This volunteer helps capture the energy and fun of each of our events. From judging sessions to robot game matches to queuing, this volunteer creates a permanent record for the event.	Preferably All Day	Yes	Event Partner / VC

The Judge Advisor and Head Referee

The Judge Advisor represents CVR's judging authority onsite at the event. This individual is responsible for overseeing all judging aspects of the event (including setup) and oversees the deliberations process. This includes ensuring the selection of teams for awards is within *FIRST* LEGO League guidelines. All judging related calls made by this individual are final. The Judge Advisor also oversees the scripts used during the awards ceremony and selection of which individuals read the scripts. After the event completes, the Judge Advisor will secure any judging materials for return to Central Valley Robotics.

The Head Referee represents CVR's Robot Game authority onsite at the event. This individual is responsible for overseeing all Robot Game aspects of the event (including setup and teardown). Any Robot Game related calls made by the Head Referee are final. The Head Referee also confirms the Robot Game trophy winner and makes any decisions regarding robot disqualification.

Both individuals will be assigned by CVR (still developing for 2018). Partners can nominate individuals to be trained as a Head Referee or Judge Advisor.

How to Recruit Volunteers

Information in this section is pulled from *FIRST* Literatures

Recruiting capable, enthusiastic people is essential, whether they are paid support staff or volunteers. These individuals come from all corners of the community. *Don't limit your thinking when it comes to recruiting.* Reach out to college students, retirees, parents, the business community, police and fire departments, and service organizations. It's tempting to target exclusively to technical people and technology-related businesses, but there are many positions that are not technically-oriented, including coaching a team.

For many companies, providing community service is an important aspect of being a good corporate citizen. Other companies realize that volunteer activities and community involvement can be great for team building. Keep these reasons in mind as you share the benefits of being a volunteer.

FIRST LEGO League seeks people who enjoy working with, and can relate to, young people, embrace the [Core Values](#) and [Gracious Professionalism®](#) and will serve as role models. FIRST LEGO League volunteer and personnel recruitment is one instance where employing a network of resources will yield invaluable results.

Resources

Effective recruiting is a hands-on, people-oriented activity. Make the invitation to individuals as personal as possible. Be aware that you and your region's Volunteer Coordinator(s) are the face of FIRST® and the person with whom people will connect. Make sure that everyone has fun and sees the outcome of their efforts.

Some organizations to contact:

- Alpha Kappa Alpha Sorority plus: AOA, KAY, ZOB, Sigma Gamma Rho- All historically Black Fraternities and Sororities that have Graduate chapters: <http://www.aka1908.com/>
- Cooperative Extension System at Land Grant Universities: <http://www.csrees.usda.gov/extension/>
- National Science Teachers Association (NSTA): <http://www.nsta.org/>
- American Association of University Women (AAUW): <http://www.aauw.org/>
- Service Corps of Retired Executives (SCORE): <http://www.score.org/>
- Women in Defense, A National Security Organization: <http://wid.ndia.org/>
- National Society of Black Engineers (NSBE): <http://www.nsbe.org/>
- Association for Computing Machinery (ACM): <http://www.acm.org/>
- 100 Black Men: <http://www.100blackmen.org/>
- STEM Networks, they are in OH, MN, and other States
- <http://www.scimathmn.org/mnstemnet.htm>
- <http://www.osln.org/>
- Society of Women Engineers (funding for all girl teams w/ SWE member involvement) <http://societyofwomenengineers.swe.org/>
- Institute of Electrical & Electronics Engineers <http://www.ieee.org/index.html>
- National Society of Hispanic Professional Engineers (SHPE) <http://oneshpe.shpe.org/wps/portal/national>
- American Electric Power (AEP) and other utilities <http://www.aep.com/>
- American Society of Mechanical Engineers <http://www.asme.org/>
- Armed Forces Communications & Electronic Association (AFCEA) <http://www.afcea.org/>

Online recruitment tools

Over the past several years, a number of recruitment tools have sprung up online. Volunteers looking for worthy causes, especially in urban environments, often use these websites as a go-to tool to see what is happening in their community. Consider listing your opportunities on one of the following websites to attract new volunteers:

- www.allforgood.org
- www.volunteermatch.org
- www.idealists.org
- 1.800.volunteer.org

Expanding Your Existing Network

Current volunteers and aficionados are your best advocates. Here are some ideas to tap into your existing network as well as the local FIRST community:

- Send an email to parents of team members.
- Provide coaches with your contact information and literature
- Use your KEY volunteers to reach out to groups they're active in
- Some of your best volunteers will come out of past supporters — parents, coaches, and team members who have 'aged-out' of FIRST LEGO League. Keep their contact information and keep them engaged!
- Remember that the FIRST network itself is broad — build relationship with local FIRST Robotics Competition and FIRST Tech Challenge teams to help fill volunteer roles.

Volunteer Screening Policies

Per FIRST requirements, all adult volunteer must be screened prior to volunteering on event day. Volunteers register for events using CVR's custom website called MyCVR and it manages the screening status of each volunteer. Not all volunteers need screening, and here is the process used by MyCVR to determine if a volunteer must complete online screening:

1. Is the volunteer under the age of 18?
 - a. Volunteer screening is required for volunteers ages 18 and over.
2. Is the volunteer a teacher / employee of a partner school district?
 - a. CVR bypasses the screening check for credentialed teachers and other employees of certain school districts. CVR will work with our partner districts to verify employment.
3. Is the volunteer a screened coach of a current team?
 - a. Primary and Secondary coaches of teams have already completed the screening process to coach a team, and CVR carries the screening clearance to volunteering as well.

If a volunteer does not meet any of the above requirements, MyCVR will inform them that they need to head to the Volunteer Information Management System (VIMS) and complete the screening process with FIRST. CVR's Regional Volunteer Coordinator will keep MyCVR updated based on screening status in VIMS. However, any volunteer exempted from VIMS can still choose to sign up in VIMS if they want their volunteer record tracked by FIRST.

Additional Screening Requirements and Paperwork

All volunteers must complete the Consent and Release Form from *FIRST*. MyCVR will present volunteers with the appropriate paperwork; however, the Consent and Release form can be downloaded here. (Link Coming Soon!)

Some organizations require additional paperwork for volunteers. CVR has listed paperwork we know about below.

Clovis Unified School Districts (CUSD) Events

For events run at Clovis Unified campuses, all adult volunteers will need to complete the Clovis Unified Volunteer form **in advance** of each event. The CUSD Volunteer Form can be [downloaded here](#).

Walk on Volunteers

FIRST allows for "Walk On" volunteers at *FIRST* Events. **This option should only be used as a last resort.** These volunteers must be paired with volunteers that have completed the VIMS screening process and must fill out additional paperwork on the morning of the event. The "Walk On" volunteer paperwork can be requested from CVR.

Please place all "Walk On" volunteer paperwork in the Judge Advisor Crate for return to CVR.