



# Volunteer Manual

2022

Hi!

We are Devyn and Nathan, your Chicago Robotics Invitational event co-directors! Thank you so much for signing up to volunteer at CRI! This event started in 2018 and we could not keep it running this long without all of you. Our amazing volunteers is what has enabled us to keep this event running and grow it to 36 teams hailing from all over the country and 5 of the teams are from Romania!

Below you will find information regarding:

- The time to arrive & position specific meetings (Key volunteers: You'll be running a meeting with those who "report" to you)
- COVID-19 Policies & Mask requirement enforcement
- Tips for the day, Parking, Food
- Meet the CRI planning committee & learn what aspects of the event they will manage day-of
- Volunteer role descriptions, information, and what other roles you will be working with

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## Volunteer Arrival Times:

<b>Time to Arrive By</b> If you would like to arrive earlier than the posted time, please do! This is just the time we would like you in the venue by. If you won't be able to make it by the time below, please just let us know!	<b>Volunteer Role</b> If you don't see your role or are confused about when to show up, please let us know!
6:30AM	Team/Volunteer Check-In
7:00AM	Head Referee, Field Manager, Field Technical Advisor (FTA), Lead Queuer, Game Announcer, Master of Ceremonies (Emcee), Wifi Technical Advisor (WTA)
7:15AM	Practice Field Monitor
7:30AM	Scorekeeper, A/V Operator, Strat Desk Operator
7:45AM	Referee
8:00AM	Photographer
8:15AM	Field Lead Queuer, Queuer, Field Reset

## Volunteer Day-Of Meetings:

Time	What's happening?	Info?
6:30AM	Doors Open for Volunteers	Food will be available in the vol lounge (Library, 2nd floor down the "admin hallway")
6:50AM	Event Planning Committee Meeting	<b>Location:</b> Volunteer Lounge <b>Who:</b> Devyn, Nathan, George, Mike, Brianna
7:15AM	Key Volunteers Meeting	<b>Location:</b> Volunteer Lounge <b>Who:</b> Planning Committee Head Referee Field Managers FTA WTA Lead Queuer GA Emcee
7:30AM	Doors Open for Teams	
8:00AM	Referee Meeting	<b>Location:</b> Playing Field <b>Who:</b> All Referees
8:30AM	Field Meeting	<b>Location:</b> Playing Field by Scoring Table <b>Who:</b> Field Manager FTA WTA Scorekeeper Field Reset
8:30AM	Queuers Meeting	<b>Location:</b> Pits <b>Who:</b> Lead Queuers Queuers

# Covid-19 Policies & Handling Mask Rule Reminders

The full event COVID-19 policies can be found online, in short, everyone in attendance must be fully vaccinated against COVID-19 & submit proof of vaccination prior to the event. During the event, all in attendance in the building will be required to wear masks.

We ask for your help in ensuring that all in attendance are wearing their masks properly & if someone is in need of a new mask, they will be available at Pit Admin, check-in, the volunteer lounge, and behind the scoring table. We encourage everyone to take the approach of reminding teams and individuals to wear masks properly and asking them how you are able to assist them in best following the policy. Our goal is to have as safe of an environment and comfortable of an environment for all.

If you receive push back from individuals/teams, you notice behavior along the lines of putting their mask on after a reminder and taking it off again minutes later, you have had to repeatedly remind the same persons, etc. please alert George Austin and Brianna Ifft. They are members of the CRI Planning Committee and they will have **Purple name tags**. George and Brianna will be handling the collection and documentation of incidents where individuals & teams were not following the mask policy.

For full transparency, individuals & teams who repeatedly have issues with following the mask requirement could face the possible actions against them:

- Yellow Card for team
- Red Card for team
- Team removal from event
- Individual removal from event

If you have any questions, please feel free to email Devyn and Nathan at [info@cri.fyi](mailto:info@cri.fyi) or feel free to text Nathan @ 312-257-8010

Additionally, please be sure to **[submit your vaccination information](#) before the event!**

# General Information

## What to bring/wear?

- Yourself and excitement for an awesome and fun filled day!
- Water bottle
- Face masks
- Comfortable closed-toed shoes, most positions will be on their feet throughout the day and walking around
- Light sweatshirt in case you get cold
- We will be providing volunteer shirts for everyone to wear

## Food

On Friday, we will have an early dinner for volunteers there for set-up. On Saturday, we will have coffee, bagels, and donuts for breakfast, lunch, as well as snacks and drinks throughout the day.

## Parking & Arrival At Venue

The venue address is  
Francis W. Parker School  
330 W. Webster  
Chicago, IL 60614

The entrance is on Clark Street between Clark/Webster & Clark/Belden

For those driving, the volunteer parking lot can be a little hard to find. The entrance to the lot is through the alley on Belden Street (just North of the school's entrance). The alley is on the South side of the street directly across from the "LPP" Preschool. The approximate address for the alley is 316 W. Belden. Go all of the way straight down the alley, and turn left into the lot. You will then have to walk around the block to enter the school from the Clark Street main entrance

# Volunteer Role Information:

Hi! Devyn & Nathan again,

The two of us have worked tirelessly along with the rest of our planning committee to put on this event. Day of, we both will be available to handle any and all questions, though as we all know it is a very very busy day. For simplicity of certain things, the two of us will be “splitting” up some of our responsibilities to ensure that each area of CRI can receive as much attention as possible. Below we have listed out what sides of the event we will each be “leading”, though at the end of the day, we are both working together on the event and you as a volunteer can get help from either of us. All of our decisions (if any issues arise) will be made together and with the rest of the planning committee.

## Event Directors - Nathan

What will Nathan directly oversee?

- General volunteer things (ie. Need a break?, When's lunch coming?, Do we need more sodas?, Do we need another volunteer in this role?)
- Team Questions (And any issues if they arise)
- Team/Volunteer Check-In
- Playing field and gameplay
- Pit Area

Direct Reports:

- Field Manager - Field Side
- Head Referee
- Pit Manager

## Event Director - Devyn

What will Devyn directly oversee?

- Event Production
  - Schedule
  - Team logistics
- Event technical components
  - Live Streaming
  - In-house production
  - Scoring System & field technology

Direct Reports:

- Field Manager - Technical Side
- Field Technical Advisor
- A/V Operators
- Stream Desk

## **Event Planning Committee**

The Event Planning committee is comprised of a number of 3507 Robotheosis and Francis W. Parker alumni, coaches, mentors, and event volunteers.

Nathan Satterfield - 3507 Robotheosis Alumni, University of Michigan Class '23

Devyn Keeney - 3507 Robotheosis Lead Coach, IIT Class of '22

George Austin - FWP Co-Chair of Science Department & Upper School Science Teacher

Brianna Ifft - 9410 Robotheosis Lead Coach & Upper School Computer Science Teacher

Michael "Mike" Johnson - Pit Manager

## **Planning Committee Roles**

George and Brianna

- Volunteer and Team Check- In
- COVID Vaccination Check
- Roaming throughout the day,
- Handle reports & violations of covid-19 rules

Mike Johnson

- Pit Administrator



## **Field Manager - Technical Side**

Reports to Event Directors (Devyn)

Arrival Time: 7AM

Key Volunteers meeting at 7:15 in the Volunteer Lounge (Library)

Description:

- Oversees the technical side of field operations including the scoring system and other field software
- Oversees technical aspects of event production including the A/V systems, live stream, and
- [https://www.firstinspires.org/sites/default/files/uploads/resource\\_library/ftc/field-manager-manual.pdf](https://www.firstinspires.org/sites/default/files/uploads/resource_library/ftc/field-manager-manual.pdf)

Direct reports:

- Scorekeeper
- FTA
- WTA

## **Field Manager - Field Side**

Reports to Event Directors (Nathan)

Arrival Time: 7AM

Key Volunteers meeting at 7:15 in the Volunteer Lounge (Library)

Description:

- Oversees the field side of field operations including but not limited to field reset, field maintenance, field repair (replacing tiles, tape lines, etc)
- Oversees queueing with the Lead Queuer
- [https://www.firstinspires.org/sites/default/files/uploads/resource\\_library/ftc/field-manager-manual.pdf](https://www.firstinspires.org/sites/default/files/uploads/resource_library/ftc/field-manager-manual.pdf)

Direct reports:

- Lead Queuer
- Field Reset
- Announcers - GA & Emcee

## **Scorekeeper**

Reports to Field Manager - Technical Side

Arrival Time: 7:30AM

Field Meeting at 8:30 at the Playfield Field by Scoring Table

Description:

- Oversees event scoring working with the referees and field managers to ensure an accurate score for each match
- [Scorekeeper Manual](#)

## **Field Technical Advisor (FTA)**

Reports to Field Manager - Technical Side

Arrival Time: 7AM

Key Volunteers meeting at 7:15 in the Volunteer Lounge (Library)

Field Meeting at 8:30 at the Playfield Field by Scoring Table

Description:

- Responsible for assisting teams with the technical aspect of matches and ensuring field software is working properly
- [FTA Manual](#)

## **Wifi Technical Advisor (WTA)**

Reports to Field Manager - Technical Side

Arrival Time: 7AM

Key Volunteers meeting at 7:15 in the Volunteer Lounge (Library)

Field Meeting at 8:30 at the Playfield Field by Scoring Table

Description:

- Responsible for monitoring the event wireless environment & assisting teams with wireless issues
- [WTA Manual](#)

## **Head Referee**

Reports to Event Directors (Nathan)

Arrival Time: 7AM

Key Volunteers meeting at 7:15AM in the Volunteer Lounge (Library)

Referee meeting at 8:00AM at the Playing Field

Description

- Head referee for the event
- [Referee Manual](#)
- [CRI Modifications & Rules](#)

Direct Reports:

- Referee

## **Referee**

Reports to Head Referee

Arrival Time: 7:45AM

Referee meeting at 8:00AM at the Playing Field

Description:

- Event referee, please read the CRI specific rules linked below
- [Referee Manual](#)
- [CRI Modifications & Rules](#)

## **A/V Operator & Strat Desk**

Reports to Event Directors (Devyn)

Arrival Time: 7:30AM

Description:

- Manages event A/V, live stream, match recordings, strategy desk, and more

## **Announcer - GA & Emcee**

Reports to Field Manager - Field Side

Arrival Time: 7AM

Key Volunteers meeting at 7:15 in the Volunteer Lounge (Library)

Description:

- The voices of CRI!
- Please make sure to review the [CRI Modifications & Rules](#)

## **Lead Queuer**

Reports to Field Manager - Field Side

Arrival Time: 7AM

Key Volunteers meeting at 7:15 in the Volunteer Lounge (Library)

Queuer Meeting at 8:30AM in the Pits (3rd Floor Gym)

Description:

- Oversees event queuing and ensuring that each team is at the field and ready for their matches before they start
- [Queuer Manual](#)

Direct Reports:

- Field Lead Queuer
- Queuer
- Practice Field Monitor

## **Field Lead Queuer**

Reports to Lead Queuer

Arrival Time: 8:15AM

Queuer Meeting at 8:30AM in the Pits (3rd Floor Gym)

Description:

- Stationed at the fields, the field lead queuer will ensure that each team gets to the correct field once they have arrived and are ready for their match
- The field lead queuer should be making the other queuers aware of missing teams
- [Queuer Manual](#)

## **Queuer**

Reports to Lead Queuer

Arrival Time: 8:15AM

Queuer Meeting at 8:30AM in the Pits (3rd Floor Gym)

Description:

- Responsible for ensuring teams arrive at the field in time for their matches
- [Queuer Manual](#)

## **Field Reset**

Reports to Field Manager - Field Side

Arrival Time: 8:15AM

Field Meeting at 8:30 at the Playfield Field by Scoring Table

Description:

- Set-up and "reset" the playing fields after each match
- Work with the field manager on any damage that may occur to the playing field or field elements & replace tiles/elements as needed

## **Practice Field Monitor**

Reports to Lead Queuer

Arrival Time: 7:15AM

Description:

- Oversee the practice field and ensure that teams are sharing time on the fields
- Ask teams to take a break or switch out
- Depending on how busy it is, running a schedule of 5min increments for the fields is an effective way to control a line if one occurs

## **Pit Admin**

Reports to Event Directors (Nathan)

Arrival Time: 7AM

Key Volunteers meeting at 7:15 in the Volunteer Lounge (Library)

Description:

- Oversees the pits and ensures safety, mask compliance, answer team questions, and more

## **Team/Vol Check-in**

Reports to Event Directors (Nathan)

Arrival Time: 6:30AM

Description:

- Oversees team and volunteer check-in

## **Event Photographer**

Reports to Event Directors (Nathan)

Arrival Time: 8:00AM

Description:

- Photograph the entire day, matches, teams in the pits, awards, ceremonies, the fans, etc.
- Capture the event!