



SWPA BotsIQ Volunteer Job Descriptions

Arena Assembler

Assembles the arena in which the competition will occur. The following tools will be needed: 7/16-inch and 9/16-inch socket set. We have a limited number of these tools so if you are able to bring your own, it is very much appreciated. Be sure to mark them in some way so that we can ensure that your tools are returned to you if they get misplaced. You may wish to bring protective work gloves, as some pieces may have burrs or sharp edges. We ask that only those who are mechanically inclined and able to lift up to 75 pounds sign up for this job.

Volunteer Registration

Records those volunteers present on the day of competition, collects release forms, provides name badges, and directs volunteers to the Volunteer Scheduling Lead or Assistant for further direction and confirmation of their assignments. Will also provide a BotsIQ T-shirt to each volunteer that has requested one.

Team Registration

Records those team members and faculty sponsor present on the day of competition, hands out badges to allow access to pit, collects release forms, and scans documentation to ensure it is complete before the team is allowed access to the pit area for competition. Will also provide BotsIQ T-shirts to the teams in the proper sizes as listed on entrance forms.

Pit Entrance Monitor

Restricts access to the pit area to those with the proper badges to allow entrance and with appropriate safety glasses.

Pit Perimeter Security

Monitors the perimeter of the pit area to ensure that no unauthorized individuals or those who lack the appropriate safety goggles and/or name badge enter the pit area.

Pit Monitor

Patrols the pit area to ensure all safety procedures regarding work performed on the robots are followed, including the wearing of proper safety eyewear at all times. Ensures that only those people with properly marked name badges are in the pit area. Ensures that no more than 8 students from any one team are present in the pit area at any given time.

Pit Runner

Enters the pit area to inform teams that their match will begin next, and escorts the teams to the arena area in time for the start of the match. Conveys any messages from the BotsIQ committee to the teams, and vice versa.





<u>Event Photographer</u>	Takes pictures of the event and the participants to document the proceedings of the competition. May post photographs to the BotsIQ website or other online sites, or post videos to YouTube.
<u>BotsIQ Sales Clerk</u>	Sells BotsIQ-related items, such as shirts, hats, and safety glasses, to team members and the general audience.
<u>Team Escort</u>	Guides teams as they progress through completing interviews, team photographs, and student surveys.
<u>Volunteer Lounge Monitor</u>	Ensures that only BotsIQ volunteers enter the lounge area, and adequate quantities of food, beverage, ice, and paper products are available, replenishing as needed.
<u>Documentation Reviewer - Technical</u>	Evaluates notebooks which teams are required to produce, documenting the steps that were taken during building the robot. A technical reviewer should be familiar with structural analysis, engineering drawings, assembly models, and/or wiring schematics in order to evaluate the quality of the work produced by the teams in these areas. If you have expertise in only one of these areas, you can be assigned to review only those sections that fall within your area of expertise (at your request).
<u>Documentation Reviewer - Non-technical</u>	Evaluates notebooks which teams are required to produce, documenting the steps that were taken during building the robot. A non-technical documentation reviewer will evaluate the quality of student compositions, competition strategies, and funding, time, and data management plans.
<u>Interviewer</u>	Interviews team members about the safety procedures that were followed, teamwork displayed, and skills developed during the design and construction of the robot.
<u>On-Deck Lead</u>	Determines which teams will compete in the next match and assigns colors to the teams. Keeps track of the progress of teams through the brackets as the competition continues.
<u>On-Deck Assistant</u>	Assists with determining which teams will compete in the next match and assigns colors to the teams. Helps to track the progress of teams through the brackets as the competition continues. Provides guidance to the pit runners about which teams should be escorted to the arena area.
<u>Competition Judge</u>	Watches the matches and assigns points to each team's robot during the match. Based on the score, signals the winning robot of the match.



<u>Arena Sweeper</u>	Removes any debris generated during a match from the arena before the next match may begin.
<u>Safety Inspector</u>	Ensures a team's robot meets safety guidelines for weaponry, assembly, and electrical systems. These guidelines will be provided on the day of the competition, in the form of a checklist so that no safety aspect is forgotten. One safety judge is usually responsible for reviewing 2 to 3 robots for the entirety of the competition.
<u>Head Safety Judge</u>	Coordinates the safety judge volunteers by assigning teams to each volunteer, explaining the duties of the position, and resolving any questions or disputes that may arise during the judging process.
<u>Test Box Monitor</u>	Observes and monitors testing of a robot's weapon and drive systems in the box designed for safety during this procedure.
<u>Score Keeper</u>	Records and tracks all points earned by teams as a result of competing in matches, forfeits, interviews, and documentation during the course of the competition. This score is used to determine the winner in most award categories. Proficiency with Excel 2010 is required. Coordinates the on-deck and in the ring displays for teams.
<u>Timer</u>	Signals the start of a match and monitors the timer during each battle, stopping the timer as required by the rules of the competition, and ends the match when the allotted time for the match has expired.
<u>Referee</u>	Observes matches to determine the presence of any rules violations which may occur in the course of the match.
<u>Welder/Grinder</u>	Controls access to the welding and grinding area, and performs any permitted modifications through welding or grinding of parts for robots at the request of a team.
<u>Arena Disassembler</u>	Disassembles the arena immediately after the conclusion of the competition. The following tools will be needed: 7/16-inch and 9/16-inch socket set. We have a limited number of these tools so if you are able to bring your own, it is very much appreciated. Be sure to mark them in some way so that we can ensure that your tools are returned to you if they get misplaced. You may wish to bring protective work gloves, as some pieces may have burrs or sharp edges. We ask that only those who are mechanically inclined and able to lift up to 75 pounds sign up for this job.

Wherever Needed

Use this job designation if you are willing to volunteer your time in almost any capacity at the competitions, set-ups, and/or tear-downs. Please note any restrictions or preferences in the My Note box of the form and we will do our best to accommodate your request.

Light-Duty Worker

Carries supplies, completes forms, fills in for volunteers who need a break, helps set up food in the volunteer lounge, and assists with a variety of tasks throughout the event.

