

**Important:** All volunteers supporting regular season events in the United States and Canada must be screened and assigned using the Volunteer Management System and are required to complete their certification test using the [online volunteer certification](#) system.

This test is provided publicly for team use and volunteer certification as needed at events outside of the United States and Canada.

| Revision History |                                |
|------------------|--------------------------------|
| Revision         | Description                    |
| V25-26.1         | Initial 2025-26 Season Release |
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## Questions

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- Q1. The Event Director is responsible for following the requirements for official *FIRST* Tech Challenge events outlined in the Tournament Guide, the Competition Manual and the Program Delivery Partner (PDP) Agreement as delegated by local leadership.
- A. True
  - B. False
- Q2. In most cases the Event Director should work with a Planning Committee to plan the event. Which of the following roles might typically be involved in a Planning Committee. (Select all that apply)
- A. Program Delivery Partner or Organization
  - B. Volunteer Coordinator
  - C. Head Referee
  - D. Judge Advisor
  - E. FTA
- Q3. The Event Director must always work with the Program Delivery Partner or Program Delivery Organization to confirm event planning responsibilities ahead of event planning. This includes determining event date and venue.
- A. True
  - B. False
- Q4. At the end of the event, before leaving the venue, the Event Director must ensure that (select all that apply):
- A. Pits are cleared.

- B. No volunteers or students remain in the venue.
  - C. Lost and Found items are secured.
  - D. Any paperwork containing Personally Identifiable Information is secured.
- Q5. Which volunteer role ensures that judging interviews are scheduled and awards are presented correctly?
- A. Head Referee
  - B. Judge Advisor
  - C. Event Director
  - D. Volunteer Coordinator
- Q6. The Event Director will advise the Judge Advisor about ceremony timing, and when award results and scripts are due.
- A. True
  - B. False
- Q7. The Event Director works with Pit Administration or Team Check-In to confirm that all teams are present before the match schedule is generated by the Scorekeeper.
- A. True
  - B. False
- Q8. The Event Director is responsible for **directly assigning** volunteers into roles in the Volunteer Management System (VMS).
- A. True
  - B. False
- Q9. What is the Event Director's primary role?
- A. Technical expert for the scoring system
  - B. Project manager for the full event lifecycle
  - C. Recruiter for judges and referees
  - D. Master of ceremonies for the tournament
  - E. All of the above
- Q10. Which of the following is a **required safety preparation** before an event begins?
- A. Ordering T-shirts for volunteers
  - B. Publishing the match schedule
  - C. Documenting emergency exits and procedures
  - D. Having an EMT on speed dial

- Q11. A student continues entering the pit area without safety glasses after multiple reminders. According to the ABCs of Managing Team Behaviors, the Event Director should:
- A. Reprimand the student in front of their peers
  - B. Escort the student out of the venue
  - C. Pause and move the discussion to a quiet space with their coach present
  - D. Ignore the behavior unless it causes an accident
- Q12. Which of the following is an expected post-event responsibility of the Event Director
- A. Submit sponsor recognition and thank-you notes
  - B. Verify that FTC Live results have been published
  - C. Organize a volunteer appreciation email or message
  - D. All of the above
- Q13. While the Event Director is responsible for managing the full event lifecycle, some “standard” responsibilities may look different depending on the region. Why?
- A. All Event Directors worldwide follow identical procedures with no changes.
  - B. PDPs may take a more hands-on role in certain areas (such as venue contracting, finances, or even parts of volunteer management), which shifts how much responsibility the ED carries locally.
  - C. Regional variation only affects which game is played each year.
  - D. Regional variation only applies to off-season scrimmages.

### Answer Key

| Question | Correct Response | Explanation   | Rule   |
|----------|------------------|---|--|
| Q1       | A                | The Event Director is responsible to know and enforce program standards defined in the <a href="#">Competition Manual</a> , Tournament Guide, and Program Delivery Partner Agreement  |  |
| Q2       | A, B, D, E       | For the purposes of scheduling and organization, all 4 of these roles should be involved in the planning.   |  |
| Q3       | A                | True, Event Directors should work with the Program Delivery Partner or Organization to make sure there is alignment and understanding in the specific planning roles and responsibilities.  |  |
| Q4       | A, B, C, D       | All of these must be completed before the Event Director is finished.   |  |
| Q5       | B                | The Judge Advisor checks for Conflict of Interest and assigns Judges to panels on the morning of the event.   | <a href="#">Event Director Manual</a> , <a href="#">Judge Advisor Manual</a> |
| Q6       | A                | The Judge Advisor receives event scheduling information from the Event Director   | <a href="#">Judge Advisor Manual</a>   |
| Q7       | A                | Competition Manual Tournament section, 13.6 Qualification MATCHES outlines requirements to create the match schedule. Per Section 13.6.1 of the competition manual: Only teams who are eligible and have completed check-in are included. Inspection must be completed before teams compete, but it is not a prerequisite for schedule generation.) | <a href="#">Competition Manual 13.6.1</a>                                    |
| Q8       | B                | That is the Volunteer Coordinator's role; the ED reviews and ensures coverage.  |  |
| Q9       | B                | Event Directory oversees the project management for the full event lifecycle. The exact responsibilities of an Event Director vary region to region and Event Directors should check with their PDP for expected responsibilities.  | <a href="#">Event Director Manual</a>  |
| Q10      | C                | Event Directors should work with the venue and have a basic emergency plan in place. Additional information under the "Emergencies" section.  | <a href="#">Event Director Manual</a>  |
| Q11      | B                | Involve an adult and clearly explain the concern, offering next steps if the behavior is not corrected.   |  |
| Q12      | D                | EDs should complete all of these things as part of post event wrap up   |  |

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| Q13 | B | Depending on the region, Program Delivery Partners or Organizations have different levels of involvement of the event planning. They are responsible for all of the events in their regions so it's important to have strong communication and understanding of expectations for each role. |  |
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