

**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

## Questions

- Q1. What training must an individual complete before they're able to serve in the Pit Admin Supervisor volunteer role?**
- A. The *FIRST* Data Protection and Privacy Training
  - B. Read the Volunteer Handbook
  - C. Read the Pit Admin Supervisor Manual
  - D. Complete the Pit Admin Supervisor Manual Certification
  - E. All of the above
- Q2. What does the *FIRST* Data Protection and Privacy Training cover?**
- A. How to hide your personal data on the internet
  - B. Social media training
  - C. How to access personal data on *FIRST*'s systems
  - D. How to properly handle personally identifiable information that is received at *FIRST* events
- Q3. Which behaviors listed below are essential behaviors and part of the *FIRST* Code of Conduct?**
- A. Exhibit *Gracious Professionalism* at all times.
  - B. Ensure the safety of all participants in *FIRST* activities.
  - C. Not engage in any form of bullying, harassment, use of profane or insulting language, or any actual or threatened violence.
  - D. Adhere to all *FIRST* Youth Protection Program (YPP) policies.
  - E. Report any unsafe behavior to event or local *FIRST* leadership.
  - F. All of the above
  - G. None of the above

- Q4. What is one of the main responsibilities of a Pit Admin Supervisor?**
- A. All of the below
  - B. Providing food to the teams in the pits
  - C. Sharing information with teams, coaches, mentors, and spectators
  - D. Assigning volunteers
- Q5. It's important that the Pit Admin Supervisor is familiar with the *FIRST* Reporting Portal.**
- A. True
  - B. False
- Q6. There are a few documents that are helpful to print out or have easily accessible to everyone working in Pit Admin. These documents include:**
- A. Team List
  - B. Volunteer List
  - C. Lost Item Form
  - D. Walk on Volunteer Policy and Form
  - E. Event Schedule
  - F. Pit Map
  - G. Judging and Inspection Schedules
  - H. Match Schedule
  - I. All of the above
  - J. Some of the above
- Q7. If you don't have enough copies of an important document what's a great way to help share the information with everyone at the event?**
- A. Constant and regular pit announcements
  - B. Emailing it to all the team coaches
  - C. Having a copy available at Pit Admin for people to take pictures of
  - D. Printing off a copy for anyone that asks
- Q8. What are the ABCs of Managing Team Behaviors?**
- A. Ask about the problem, Bring in all the team members, Cite your sources, Discuss solutions
  - B. Ask for an adult, Be aware of the environment, Clear explanation, Discuss any questions, Explain next steps
  - C. Ask about the problem, Bring in the Coaches, Discuss the issue, Explain the solution
  - D. Assess the situation, Bring in the event host, Call the parents of the students, Deliver the message to the parents
- Q9. Who at the event is able to issue a red card to a team?**
- A. The Pit Admin Supervisor

- B. The Judge Advisor
- C. The Program Delivery Partner
- D. The Head Referee
- E. All of the above
- F. None of the above

**Q10. What is the correct process for medical incident reporting (please put events in correct order):**

1. Event volunteers are not responsible for diagnosing student injuries, handing out medication or first aid.
2. Pit Admin Supervisors and event volunteers should refer medical issues and emergencies to a medical professional on site, such as an EMT.
3. If an incident or illness occurs at the event the Event Director, Pit Admin Supervisor, or trained delegate should do the following: Call 911 if someone needs medical attention, respond to the scene immediately with a way to complete the incident report on the *FIRST* Reporting Portal.

- A. 1, 2, 3
- B. 2, 3, 1
- C. 3, 2, 1

**Q11. Who is responsible for completing incident reports?**

- A. The student directly
- B. The program delivery partner
- C. The coach/mentor
- D. The event director or pit administration volunteers

**Q12. Issues that are non-medical but are of concern to a participant should be reported.**

- A. True
- B. False

## Answer Key

Question	Correct Response	Explanation	Rule
Q1	E	All of the above - Training and Certification	Pit Admin Supervisor Manual
Q2	D	<i>FIRST</i> Data Protection and Privacy Training	<i>FIRST</i> Data Protection and Privacy Training
Q3	F	<i>FIRST</i> Code of Conduct	<i>FIRST</i> Code of Conduct
Q4	C	Pit Admin Supervisor Roles and Responsibilities	Pit Admin Supervisor Manual
Q5	A	<i>FIRST</i> Reporting Portal	<i>FIRST</i> Reporting Portal
Q6	I	Pit Admin Table Set-up	Pit Admin Supervisor Manual
Q7	C	Pit Admin Table Set-up	Pit Admin Supervisor Manual
Q8	B	Team Interaction and Support	Pit Admin Supervisor Manual
Q9	D	10.6 Competition Manual - Violations	<a href="#">Competition Manual 10.6.1</a>
Q10	A	Medical Incident Report Process	Pit Admin Supervisor Manual
Q11	D	Medical Incident Report Process	Pit Admin Supervisor Manual
Q12	A	Medical Incident Report Process	Pit Admin Supervisor Manual