Referee Manual

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V26-27.1	Initial 2026-27 Season Release

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Overview

Roles Covered: Referee

Job Description

Referees are Field Staff who observe gameplay during matches to call rule violations. There should be one Head Referee, two Official Scorers, and two Referees at a field during each match. The Referees are responsible for calling and tracking rule violations as they occur during the match. After completion of the match, the Referees will confirm scoring inputs with Official Scorers and work under the guidance of the Head Referee to finalize the violations assessed during the match.

Violations

Referees observe matches, identify rule violations, and "call" them. Referees help the competitors avoid breaking the rules of the game. Referees participate in deliberations regarding contested calls, working directly with the Head Referee.

Scoring

While Official Scorers use an app installed on either a phone or tablet to track the status of scoring achievements on the field, the Referees should confirm correct scoring achievement and violation entry after Matches conclude. Occasionally in extenuating circumstances, some events may track the status of the field on paper, using scoresheets.

Requirements	
Technical	Medium
Physical	High
Administrative	High
Communication	High
Pre-event Training	High

Time Commitment

Referees should expect to spend 10-12 hours at a full day event and 5-6 hours at a league meet. Approximately 6-8 hours of pre-event training and planning is required.

Attire

- Comfortable closed-toe, closed-heel shoes; much of the day will involve standing and walking.
- ANSI Z87.1 or regional equivalent certified safety glasses are required in specified areas.
- Generally, attire that allows a volunteer to comfortably and appropriately squat, kneel, and stand without entanglement hazards is advised.
    - Wear neat, dark – preferably black – pants or shorts.
    - Wear a shirt underneath the Referee shirt. It is recommended to be black or white with no visible logos.
    - Attire and accessories may not display a team affiliation (e.g., team shirt, school hat, the same distinct safety glasses as a particular team) or objectionable logo.
    - Fun and appropriate Referee, game, or robot-themed attire may be worn.
- Some events will provide a black and white Referee shirt to help distinguish Referees from other Field Staff. Referees may bring and wear their own identical Referee shirt, if they have one.

Training and Certification

Read and complete all tasks listed in the `Pre-Event Training` section.

Any volunteer who applies to a role will be able to get into the Learning Management System (LMS) using the *'FIRST* Training' button. Roles will appear in 'roles missing certification' area and required training will be identified. For more help, you can read more about how to access your training.

If you have applied for a role but have not received access to the training, please email training@firstinspires.org. A separate confirmation of the role assignment will come later.

Referees should speak to the Head Referee to find out what additional requirements, such as meetings before the event or run-throughs of the space before the event are required.

All volunteers are expected to read and comply with the Volunteer Handbook.

Roles and Responsibilities

***FIRST* is fun for all.** The most important role for a volunteer is to provide a safe, fun and welcoming environment for all *FIRST* participants. When executing the duties of your role, always make decisions with the team experience in mind. Ask for help from event leadership if you feel your required duties conflict with the best team experience.

Core Responsibilities

Referees are responsible for observing gameplay during matches, and issuing warnings and penalties for rule violations. While Referees at *FIRST* events help the competitors to avoid breaking the rules of the game, they also must apply consistent rulings and escalations in line with the Competition Manual. When Referees are giving a team a warning or penalty, Referees should provide clear explanations of rule violations to give teams the opportunity to avoid future violations.

Core Skills

Experience and skills needed:

- Thorough knowledge of the competition, game, and rules of play.
- Strong assessment skills.
- Strong communication and diplomacy skills.
- Ability to collaborate with others, work as a member of a team.
- Attention to detail.
- Ability to move about the field.
- Ability to stand for long periods of time.

Prerequisites for Referees

- Prior *FIRST* experience is required
- Must be 18 years of age or older, and post-high school or equivalent

Reporting Structure

Referees report to the Head Referee. Full reporting structure is located in the Decision Authority Matrix (DAM).

Before the Event

Pre-Event Training

Referees must complete the required reading in this section and are required to pass a certification test prior to serving in this role. Referees must be confident and comfortable with the game rules to be able to reliably make calls during the fast pace of a *FIRST* Tech Challenge event. Learning ahead of time will go a long way towards keeping the event running smoothly and on time.

Training is found in the *FIRST* Training accessed through the Dashboard. Resources for training and certification:

Referee Pre-event Training List	
Requirement	**Resource**
Required	Complete the Welcome to *FIRST* Training
Required	Watch the game animation for a general understanding of the game.
Required	Review the Referee Volunteer Manual (this document).
Required	Review the Competition Manual – specifically: • Section 1: Introduction • Section 9: ARENA • Section 10: Game Details • Section 11: Game Rules (G)
Required	Regularly review Team Updates – Combined. Team Updates are posted on a weekly basis per Competition Manual Section 1.7.3. Referees are required to read the team updates throughout the season and are encouraged to sign up for the Team Update notification emails to help stay up to date.
Required	Review the Escalation Guidelines.
Required	Review the Referee Training Materials.
Required	Complete the Referee Certification Test in the *FIRST* Learning System.

Additional Information & Resources

Referee Additional Resources	
Resource	**Description**
FTC Field Reset Guide	A quick guide on how to reset the Field.
FTC Scoring & Referee Tablet Guide	A guide on how to use the Scoring and Referee Tablets.
FTC Team Q&A System	This is a resource for teams; however, Referees may also find these useful to understand the questions teams ask.
Referee/Head Referee Volunteer Calls	Monthly optional volunteer calls to provide support for Referees and Head Referees.
FTC Volunteer Materials	General resources for all *FIRST* Tech Challenge volunteers.
***FIRST* General Volunteer Materials**	General resources for all *FIRST* volunteers.

Event Day

Report Time

The Event Director or Volunteer Coordinator will confirm the time you should arrive typically via email the week before the event. In most cases, Referees should arrive at least one hour prior to any scheduled matches.

When you arrive on site, check in with the Volunteer Coordinator and report to the Head Referee.

Referee Rules Meeting

The Head Referee will hold a meeting the morning of the event with the Referees to talk about the rules that will be enforced and any reminders from recent Team Updates. This is also an opportune time for Referees to gain clarification on rules.

Scoring & Referee Logistics Meeting

The Head Referee will hold a meeting the morning of the event with the Official Scorers and Referees to talk about the flow of the day, logistics around the field, and review scoring achievement criteria.

This is a good opportunity for the Official Scorers and Referees to learn which field(s) they will be working on (if there are multiple fields) and who they will be working with. The Head Referee should work with the Official Scorers and Referees to come up with a communication plan to make sure penalties and scores are communicated and recorded correctly. It is important that Field Staff communicate well during the matches to ensure the matches run smoothly and on time.

This is also an opportune time for Official Scorers & Referees to report their conflicts of interest and gain clarification on scoring achievements.

Drivers' Meeting

Prior to qualification matches, most events will hold a drivers' meeting. This is an opportunity for the Head Referee to address the teams prior to the start of qualification matches. A number of topics can be discussed in the drivers' meeting, including safety reminders, or even rule infractions that the Referees have seen at past events, with the intention of helping teams avoid making the same mistakes at this event.

Referees are encouraged to listen to the drivers' meeting to learn the guidance provided by the Head Referee.

Practice Matches

Note that practice matches are optional. If an event schedule includes practice matches, Official Scorers and Referees can be present. However, Official Scorers and Referees are not required for practice matches. Please follow the guidance of the Head Referee.

Qualification & Playoff Matches

Referees should plan to be present for all qualification and playoff matches that have been scheduled, subject to their scheduled volunteer times. Referees are crucial to the event executing the match schedule on time through their in-match duties. Referees should expect to rotate positions throughout the day.

In-Match

There should be a Head Referee, two Referees, and two Official Scorers at a field during each match.

Pre-Match Setup

While the FTA owns the field during pre-match setup, Referees should ensure the correct teams are present and that teams have brought only allowed items to the field, and that robots are set up legally. Official Scorers must confirm that teams are present on their tablets prior to starting the match.

Referees should work with the Head Referee and FTA to ensure matches are ready to start on time. In the situation of a potential delay of match, the Head Referee should be involved.

Scoring

Official Scorers will typically use a smartphone or tablet to track the status of the match using FTCLive, the local scoring system. Official Scorers input the current scoring achievements and fouls earned through the smartphone or tablet, which the scoring system uses to compute and display the live scores to the audience and teams on the field and audience displays. This provides an exciting atmosphere for the competition and facilitates a timely match schedule since the scores need only be reviewed after the match. Referees will confirm Official Scorer inputs in a post-match review.

Tablets and/or smartphones are typically set up by the Technical Director, FTA, or Scorekeeper for the Official Scorers, and optionally Referees, to use. More information about the features can be found in the Scoring & Referee Tablet Guide.

In rare circumstances, paper scoresheets can be used for events that experience technical issues. Please contact FTCLive support if you think paper scoresheets are required for your event.

Violations

Referees are expected to call rule violations during the match and ensure the appropriate violations are recorded and issued for the match. Referees calling violations should visually and verbally communicate rule violations made during the match to teams and an Official Scorer to record them as they happen, whenever possible. Referees may instead directly record violations on a Referee tablet or smartphone input device, if available at their event. Referees should not record or track warnings or fouls beyond the current match. If a violation requires a Verbal Warning, inform the Head Referee after the match.

More information about the features can be found in the Scoring & Referee Tablet Guide.

Post-Match

After a match has ended, Referees will confirm with the Official Scorers that scoring achievements are correctly entered into the scoring system. If Referees have any questions about scoring or violations, they should work with the Head Referee to resolve their concerns. The Head Referee and Referees may briefly confer to resolve any questions about rule violations. Any Referee conferences should take place away from teams and Official Scorers.

Before the Head Referee releases teams, it is recommended that the Head Referee and Referees issue Verbal Warnings and note violations to teams, wherein the Head Referee and their delegate Referees briefly inform teams of any Verbal Warnings and the number of fouls and their reasons, and the Head Referee issues any cards to teams. This information should be presented in a brief and informative manner. Discussions of why violations occurred, how they could be prevented, and any disputes should move to the question box.

Team Interaction and Support

When interacting with teams, please always consider the team's perspective. The teams have put significant time and effort into preparing for this event and may be feeling very stressed about everything working out as they have planned. **Today is a very big deal for the team and we are here to help!**

In general, Referees should direct questions to the question box to ensure that questions are being appropriately escalated to the Head Referee. Referees should not offer their feedback or commentary on any matches from the event during the event. Consider any Referee discussion or calls from the event as confidential information that should be kept private. Avoid offering opinions on gameplay strategies, interpretations of rules, or critiques of videos of matches.

While it's our job to help guide the teams to a successful event, it's their responsibility to follow the rules and be on time for judging and matches.

If you feel there is an issue with an individual or several individuals from a team that warrants specific intervention beyond just a kind reminder, please ensure the correct stakeholders for the team are aware. Here is a generally acceptable process when working with a student or team who you need to change their behavior:

The ABCs of Managing Team Behaviors	
Ask for an Adult	Do not directly reprimand a student one-on-one without an adult from their team present. Ask the student to bring an adult who is responsible for the team to meet you, before moving forward with any discussion about the concerns at hand.
Be aware of the Environment	Is the environment conducive for the feedback you are about to give? Is it loud in the area where you are? Are there other teams around that may hear the reprimand? Moving the conversation to a quieter, more private space as needed can be helpful.
(Offer a) Clear Explanation	Explain the concern to the team and offer clear examples of the behavior that is concerning.
Discuss any Questions	Offer the opportunity for students and adults to ask clarifying questions.
Explain Next Steps	Outline with the students and adults what the next steps are if the issue is not corrected. Certain behaviors may include the risk of yellow cards.

Note: the only person at an event who can give an official Verbal Warning or issue a yellow/red card for game rule infractions is the Head Referee. Please refer these more severe issues to the Head Referee.

Volunteers should not provide feedback about team behavior to the Judges. Concerns about team behavior should be handled through the normal escalation channels as described in Section 1 of the Competition Manual. If there are issues which are repeated or egregious follow the process for Reporting Other Issues or Concerns and inform the Program Delivery Partner. The Judge Advisor may seek feedback from the Event Director to determine if there is any relevant information to provide the Judges for their evaluation process.

Teams may only be completely disqualified from awards consideration for very rare egregious actions and only with approval from *FIRST* HQ. The Event Director and/or JA must call the on-call number to discuss the issue.

Ethos of a *FIRST* Referee

Volunteering as a *FIRST* Referee is very different from refereeing a traditional sporting event. *FIRST* Referees are there to help **every** team succeed and will actively **help** the competitors avoid breaking rules wherever possible. One of the things which makes *FIRST* special is the culture in which volunteers have the opportunity to serve as mentors to all *FIRST* students.

A Referee needs to remember that *FIRST* teams, students, and mentors are deeply passionate about our sport. They will rightly compete very hard as they pursue excellence and success on the field.

Gracious Professionalism® is a core philosophy of *FIRST*: "Through Gracious Professionalism, fierce competition and mutual gain coexist. Participants compete intensely while treating each other with respect and empathy."

FIRST prepares Referees to likewise respond with respect and empathy in the face of this competitive intensity. To be successful, Referees must take advantage of the resources and training *FIRST* provides each season. This means we must fully understand not only the Game Rules, but also the guidelines on how *FIRST* intends them to be called. This will ensure that each competition is enforced as fairly and consistently as possible.

For all rules, if it isn't **clear** that the team violated the rule – they didn't. If a Referee is not sure about what they saw, they did not see a violation. If the Referee is not sure whether what they saw is a violation, they should consult their Head Referee and the Competition Manual. If the rules and guidelines leave room for a Referee to make a judgement call – we should always focus on ensuring fair play and how it will affect the overall team experience. Any time a Referee is truly undecided about a rule's interpretation and unsure which way to make a call, making the call against a team is the wrong decision. That said, often making a call in favor of one team will be at the expense of another. This is why Referees need to do their best to follow the provided guidelines, even if the prescribed enforcement of a specific rule supersedes the guidance provided here.

For many *FIRST* students, their competition experience will be defined by a few interactions with a handful of adult volunteers. This is why it is so important that all *FIRST* volunteers behave in a friendly, supportive, fair, and team-focused manner at all times. This is another reason why *FIRST* Referees are so special; they are charged with maintaining the integrity of the competition but doing so by reinforcing the *FIRST* Core Values and always doing their best to act with *Gracious Professionalism*.

Conflict of Interest

> **Conflict of Interest** – a conflict between the private interests and the official responsibilities of a person in a position of trust.

All listed volunteer roles will be asked to disclose any potential Conflicts of Interest, and to complete the Conflict of Interest and Disclosure form. During the Referee meeting, Referees will be asked to declare any potential conflicts to the rest of the referee team. Some scenarios of conflict of interests:

- A coach/mentor volunteers as a Referee.
- A parent/relative of a team member volunteers as a Referee.
- A recent alum (student or adult) of a team competing at the event volunteers as a Referee.
- A sponsor of a team competing at the event volunteers as a Referee.

Having a Conflict of Interest, or even the perception of a Conflict of Interest, can affect a team's experience, even if decisions that were made throughout the day were not biased in any way. The perception of potential favoritism is enough to discourage a team, coach, or mentor, and take away from their overall experience at an event. Knowing what Conflict of Interest is, and how to avoid being in a position that could be a conflict will ensure all teams feel they have been evaluated fairly.

> All event volunteers have a very important duty to do what is best for the event. This means they must treat all teams with fairness and respect. Volunteers should use prior FIRST experience to help inform their decisions but should not use prior knowledge or perception of any specific team to inform their decisions either good or bad. Every team, at every event, deserves a fresh blank slate with all volunteers.

A volunteer who does not disclose their conflict of interest can compromise the integrity of *FIRST* Tech Challenge events. In judging, this could cause teams affiliated with the volunteer with a Conflict of Interest to be removed from consideration for awards in consultation with *FIRST* Headquarters.

Conflict of Interest, in some cases, can be quite easy to see. In other cases, it may be less obvious, and it may be difficult to decide what constitutes a true Conflict of Interest. In some cases, the bias may be apparent, while other times a Conflict of Interest may be perceived by a team or a coach. It is best to keep the following in mind when volunteering:

- Be open and forthcoming about any conflicts you may have with a team competing at the event with your role leadership.
- If there is a known Conflict of Interest, avoid making decisions about a team that would change the outcome of the day, such as speaking for or against a team in judge deliberations, or holding some teams to a different refereeing standard than others.
- Remove yourself from any situation that could be perceived as a Conflict of Interest.

Below is one example of a Conflict of Interest. Keep in mind this is an example, and there are many forms of Conflict of Interest, and ways to handle it.

Parent/Relative/Alumni of a Team

If a parent or a relative of a team member, or an alum of a team is volunteering at an event, this volunteer must abstain from making any decisions that could affect the results of the tournament. Whether volunteering as a Judge or as field personnel (Referee, FTA, etc.) it is important to have that volunteer remove themselves from making any decisions related to that team. For example:

- If the volunteer is a Judge, they must recuse themselves from any conversations about that team during deliberations.
- If the volunteer is a Referee, they should not be involved in any decisions around penalties, match replays, etc.
- Keep in mind that there are many ways Conflict of Interest can be presented, from parents to sponsors. Make sure to remove any apparent Conflicts of Interest but also keep in mind any perceptions of conflicts.

Emergencies

The Program Delivery Partner, Event Director and the event site host organization are responsible for having safety and security plans in place for each event. Included in the plan should be topics such as:

- a map of all the emergency exits,
- knowledge of where on-site medical support is located,
- shelter in place plans in the case of severe weather, and
- evacuation plans.

Lost Children

FIRST Tech Challenge events can be very hectic, and it can be easy for a child to get lost amongst the shuffle of a busy event. Ensure you have a plan prior to the event in the instance of a lost child.

In some cases, the team roster will list Coach phone numbers which can be used to reunite team members, in some regions they collect “Day-of” cell phone numbers from each team at check in. Coordinate your plan with your Program Delivery Partner.

Code Adam Guidelines (www.missingkids.com/CodeAdam) are also a great resource.

Medical Incident Reporting

Event volunteers are not responsible for diagnosing student injuries, handing out medication, or first aid equipment. You and other event volunteers should refer medical issues and emergencies to a medical professional on site, such as an EMT. If an incident or illness occurs at an event, the Event Director, Pit Administrator, or another trained delegate should do the following:

- Call 911 if there is any question whether the injured person/persons require urgent medical attention.
- Respond to the scene immediately. Bring a clipboard, pen, or a electronic device to complete the incident report on the *FIRST* Reporting Portal.
- Complete the incident report for the injured party.

www.firstinspires.org/report

The Event Director or Pit Administration volunteers are responsible for completing incident reports. The incident reporting person should follow the best practices for incident reporting:

Best Practices for Incident Reporting	
Be Calm	Anyone handling incident reporting should have a calm demeanor. They should be able to collect information and talk to witnesses without assessing fault.
Be Concise	In all conversations with the injured, witnesses, spectators, and/or media always say "the incident is being investigated" without any further comment. It is not the job of the report collector to provide any opinions on the situation at hand.
Be Risk Conscious	Do not imply liability or any payment, as no one knows for sure until all the facts are collected.
Be Prepared	Those taking in incident reports should be able to communicate with the insurance company if necessary. They should also be aware of who they need to share incidents with, including the local Program Delivery Organization or the Event Director.

Although most incidents will not result in a claim, it is better to act on the side of caution and report them. Should an incident result in a claim after the event, the documents will be on file, complete with witnesses and a written report.

Youth Protection Reporting

www.firstinspires.org/report

Issues that are non-medical but are of concern to a participant/participants should also be reported. Anything that happens during an event that made a youth volunteer, team member or spectator feel uncomfortable or threatened should be addressed.

As appropriate and if you feel safe doing to, speak directly with the offending party and try to quickly and calmly defuse the immediate issue. Call the Event Director and/or the Program Delivery Partner and inform them of the issue and seek assistance as needed with any immediate remediation of the issue.

Ensure all issues are reported in a timely manner using the *FIRST* Reporting Portal. Youth Protection Concerns encompasses a wide variety of one-time or ongoing issues such as suspected abuse, bullying, harassment, discrimination, questionable behavior, or violation to the *FIRST* Code of Conduct.

Reporting Other Issues or Concerns

Feedback about issues such as game play, rule changes, awards, and event management (other than medical/safety issues) are considered program related concerns and not youth protection issues and should be shared with *FIRST* via customerservice@firstinspires.org or by contacting support.

Please note that match results and award results are final and that we will not review match videos.

help.firstinspires.org/s/contactsupport

Safety

An important priority for all volunteers is to observe their event areas to help promote a safe and orderly space for all the participants. It's likely that various volunteers and event participants will bring concerns to your attention, but you should also be proactive in identifying areas of concern.

Prioritize working with the teams to help identify and correct potential safety issues in the area. Please review the section about `Team Interaction and Support` for the best ways to work with teams on making changes.

Safety Glasses and Closed Toe Shoes

All volunteers, teams, coach/mentors, and spectators are required to wear closed toe shoes while in the pit and competition area. Safety glasses are required in specified areas. It is important to watch out for anyone entering these areas without proper Personal Protective Equipment (PPE) and to ask them to put on proper PPE before entering. Some events will have volunteers staffed at the pit entrance with spare safety glasses to pass out. Other events may not have spares to provide.

Pit Spaces

Specific rules governing what teams can have and do in their pit space are covered in the Competition Manual, but the Event Directors may add additional restrictions which must be published before the event based on limitations set by the venue.

Common areas where teams need help to stay safe and within the rules:

- Limited open flames or sparks.
- Power tools are generally permitted as long as they are not causing damage to the venue.
- Aisles, walkways, and doors should be clear of obstructions.
- Teams may set up practice spaces as long as they are fully within their designated space.
- No structure may be taller than 10 feet.

End of the Day

At the end of the day, Referees must return any borrowed devices (smartphone or tablets) to the Scorekeeper/scoring tables. Be sure to check with the Head Referee or Event Director whether or not black and white Referee shirts (if provided) are to be returned at the end of the day. Referees may assist other volunteers with the teardown of the event.

Outside Events

After the event is over, your role has ended. Please do not provide additional feedback or commentary on any matches from the event after the event. Consider any Referee discussion or calls from the event as confidential information that should be kept private.

If asked game or gameplay questions, you should direct teams/students/mentors/coaches to the official resources, including the *FIRST* Tech Challenge Team Q&A.

Online Interactions

Referees need to be aware of their interactions with teams/coaches/mentors while active on social media or online communication platforms. Care should be taken to remember that outside of an event, your role as a Referee has ended. You should refer all questions to sources for official answers like the team Q&A forum.

Because of your volunteer role, teams may identify you as a source of information and support and seek you out to ask questions. You should avoid offering opinions on gameplay strategies, interpretations of rules, or critiques of match video. Conversations that take place at events with teams, students, or other key volunteers should not be shared or discussed.

Important Tools

Public Schedule

The Program Delivery Partner or the Event Director should publish the public schedule of events before the event. This schedule will have a high-level overview of all the activities for the event. It is important that everyone at the event does their best to stay true to the public schedule so that teams and volunteers who have planned their day around these times have a good experience.

Time	Agenda
7:15 am	Doors Open for Staff & Key Volunteers
7:30 am	Judges and Inspectors Report
8:00 am	Doors Open for Teams
8:30 am	Judging & Inspection Begins
10:15 am	Team Check-in Hard Deadline (Check the Competition Manual)
10:30 am	Match schedules are generated and distributed to teams. (Check the Competition Manual) *Note to Scorekeeper: 6 Matches total* (Check the Competition Manual)
10:40 am	Drivers' Meeting with Head Referee & Opening Ceremony
11:00 am	Qualification Matches 1 - 8 *Note to Scorekeeper: 7-minute cycle-time*
12:00 pm	Lunch
12:45 pm	Qualification Matches 9 - 45 *Note to Scorekeeper: 5-minute cycle-times*
3:50 pm	Qualification Matches Projected End
4:00 pm	Alliance Selection
4:00 pm	Judging is Concluded
4:20 pm	Double Elimination Rounds 1 - 4
5:10 pm	Award Ceremonies Start & Double Eliminations Round 5
6:20 pm	Projected End of Event
7:00 pm	Doors Close
Occasionally things that happen out of the event's control may impact the schedule. In these cases, work closely with the Event Director to understand the updated agenda.	

Figure 1: Example Schedule for a 30 Team Event with Traditional Judging

SAMPLE

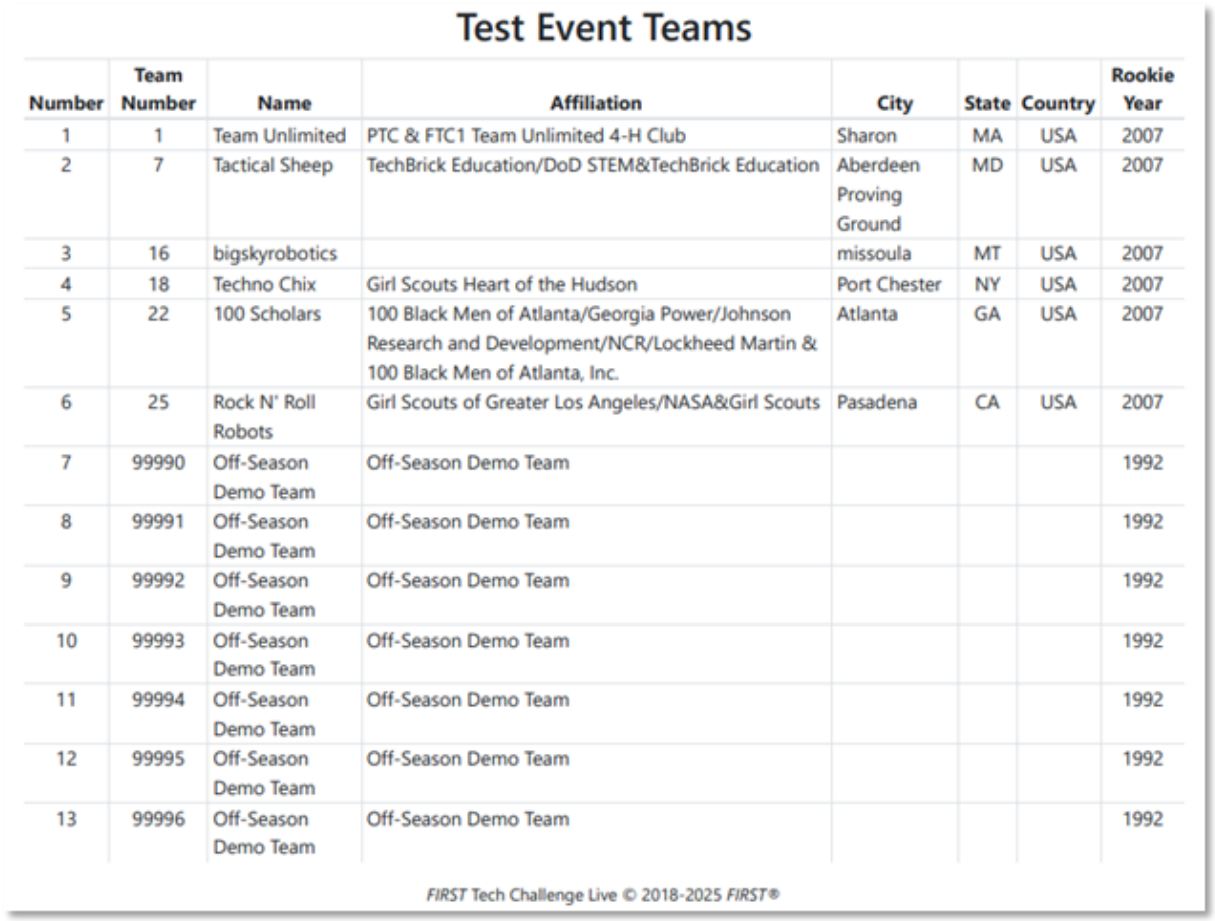
Time	Agenda
7:15 am	Doors Open for Staff & Key Volunteers
7:30 am	Judges and Inspectors Report
8:00 am	Doors Open for Teams – Teams should plan to arrive before 8:30
8:30 am	Pit Judging & Inspection Begins
9:00 am	Team Check-in Hard Deadline (Check the Competition Manual)
9:30 am	Match schedule is generated and distributed to teams. (Check the Competition Manual) *Note to Scorekeeper: 6 Matches total* (Check the Competition Manual)
9:40 am	Drivers' Meeting with Head Referee & Opening Ceremony
10:00 am	Qualification Matches 1 – 8 *(Note: 7-minute cycle-time)* Qualification Matches 9 – 21 *(Note: 5-minute cycle-time)*
12:00 pm	Initial Judging Pit Interviews Completed
12:00 pm	Lunch
12:45 pm	Qualification Matches 22 – 45 *(Note: 5-minute cycle-time)*
2:50 pm	Qualification Matches Projected End
3:00 pm	Alliance Selection
3:00 pm	Judging is Concluded
3:20 pm	Double Elimination Rounds 1 - 4
4:10 pm	Award Ceremonies Start & Double Eliminations Round 5
5:20 pm	Projected End of Event
6:00 pm	Doors Close
Occasionally things that happen out of the event's control may impact the schedule. In these cases, work closely with the Event Director to understand the updated agenda.	

SAMPLE

Figure 2: Example Schedule for a 30 Team Event with Pit-only Judging

Registered Teams List

The Program Delivery Partner may provide a list of teams registered for the event or the scorekeeper can export a report of all the registered teams for the event. Sometimes this list may change the day of the event based on which teams show up. The Scorekeeper report will have the most accurate information about who is competing at an event. Notes that teams may be competing only in the judging portion of the event and not have a robot present.



Test Event Teams

Number	Team Number	Name	Affiliation	City	State	Country	Rookie Year
1	1	Team Unlimited	PTC & FTC1 Team Unlimited 4-H Club	Sharon	MA	USA	2007
2	7	Tactical Sheep	TechBrick Education/DoD STEM&TechBrick Education	Aberdeen Proving Ground	MD	USA	2007
3	16	bigskyrobotics		missoula	MT	USA	2007
4	18	Techno Chix	Girl Scouts Heart of the Hudson	Port Chester	NY	USA	2007
5	22	100 Scholars	100 Black Men of Atlanta/Georgia Power/Johnson Research and Development/NCR/Lockheed Martin & 100 Black Men of Atlanta, Inc.	Atlanta	GA	USA	2007
6	25	Rock N' Roll Robots	Girl Scouts of Greater Los Angeles/NASA&Girl Scouts	Pasadena	CA	USA	2007
7	99990	Off-Season Demo Team	Off-Season Demo Team				1992
8	99991	Off-Season Demo Team	Off-Season Demo Team				1992
9	99992	Off-Season Demo Team	Off-Season Demo Team				1992
10	99993	Off-Season Demo Team	Off-Season Demo Team				1992
11	99994	Off-Season Demo Team	Off-Season Demo Team				1992
12	99995	Off-Season Demo Team	Off-Season Demo Team				1992
13	99996	Off-Season Demo Team	Off-Season Demo Team				1992

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Figure 3: Competing Teams Report

Volunteer Roster

The Volunteer Coordinator or the Program Delivery Partner will have access to a list of applied and assigned volunteers for the event.

Event Layout/Map

The Program Delivery Partner and Event Director should publish a map of the venue before the event. In some cases, details on the map might not be available until the day of the event.

The Event Layout / Map should detail the following:

- Load-In Path,
- Parking for Personal Vehicles and Busses,
- Team Check-in,
- Volunteer Check-in,
- Competition Area,
- Pit Area (May include the `Pit Map`),
- Judging Room Locations (if applicable), and
- Safety Details as available (Emergency Exits, AED, Shelter in Place Locations).

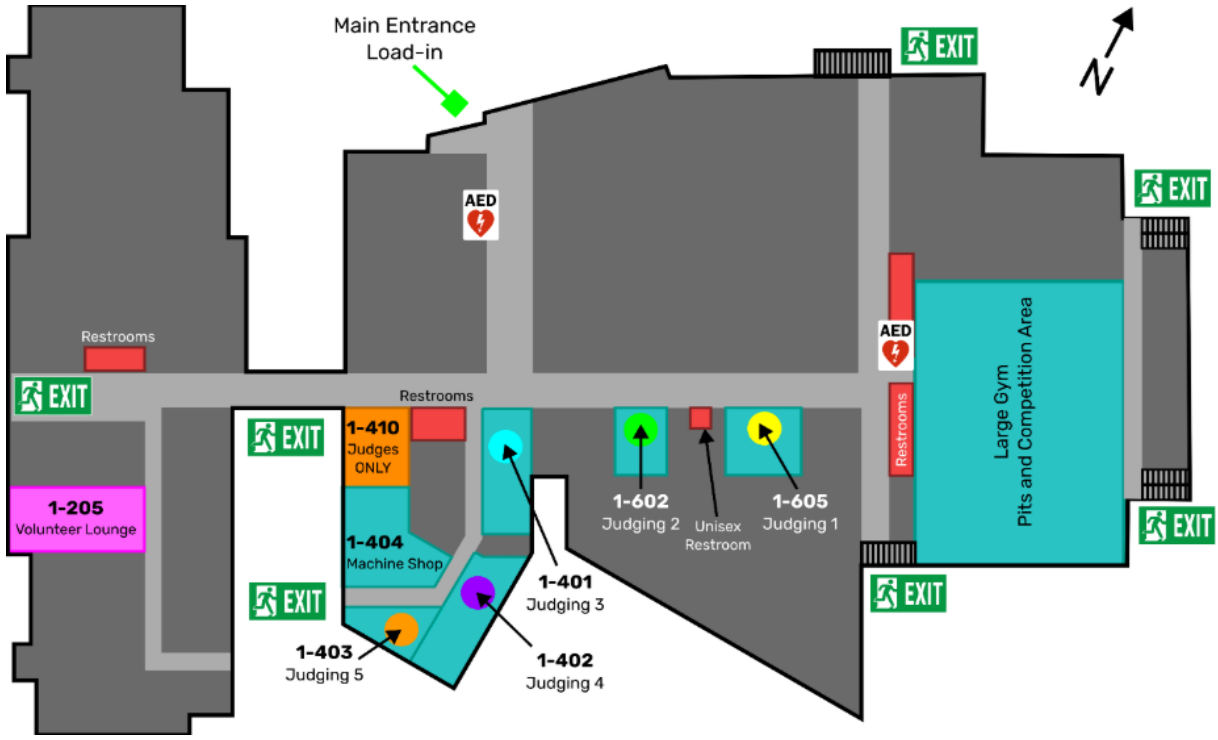


Figure 4: Example Event Map

Judging Schedule

	Panel 1 *Room 1605*	Panel 2 *Room 1602*	Panel 3 *Room 1401*	Panel 4 *Room 1402*	Panel 5 *Room 1403*
08:30 AM –	22077 Marcus Minions	8204 Blue Machine	–	27534 RoboChargers - Yellow	25783 Tech Titans
08:50 AM –	13542 RoboChargers - Blue	21171 ITKAN Robotics - M12	27532 RoboChargers - Orange	23344 Technical Turbulence	27536 RoboChargers - Gold
09:10 AM –	26300 Anomaly	27533 RoboChargers - Purple	20482 Wylie E. Robote	12430 Dub East	26693 Triad Robotics
09:30 AM –	23434 Cristo Rey Dallas Robotics	7172 Technical Difficulties	18871 RoboChargers - Green	18227 Area 52	19991 Chuckleheads
09:50 AM –	26542 Apex Genesis	13537 RoboChargers - Red	19564 ITKAN Robotics - MAS	19990 Marcus de-TECH-tives	13552 RoboChargers - Pink
10:10 AM –	27531 RoboChargers - Cyan	24563 Flower Mound Firewall	26722 Tech Support	27535 RoboChargers - Silver	20483 Wall East

Figure 5: Example Judging Schedule

Match Schedule

The match list will be generated on the day of the event after the teams have been confirmed. This schedule will list which teams will play in which alliance (Red or Blue) and it will also list a match start time. Some events will have more than one competition field. Some events will have more than one division, in which case each division will have its own schedule.

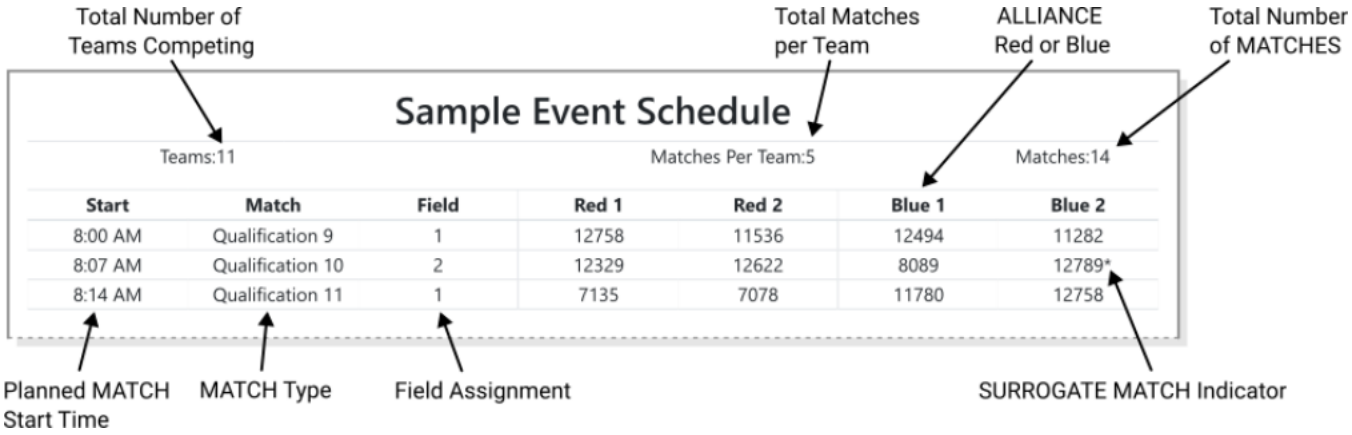


Figure 6: Example Match Schedule

Pit Map

Pit maps are typically provided by either the Event Director or by the Scorekeeper. Having a map of where each team is in the pit is key, as teams, parents or Queuers might need to find. Pit Maps created in FTC Scoring will appear on the FTC-Events page.

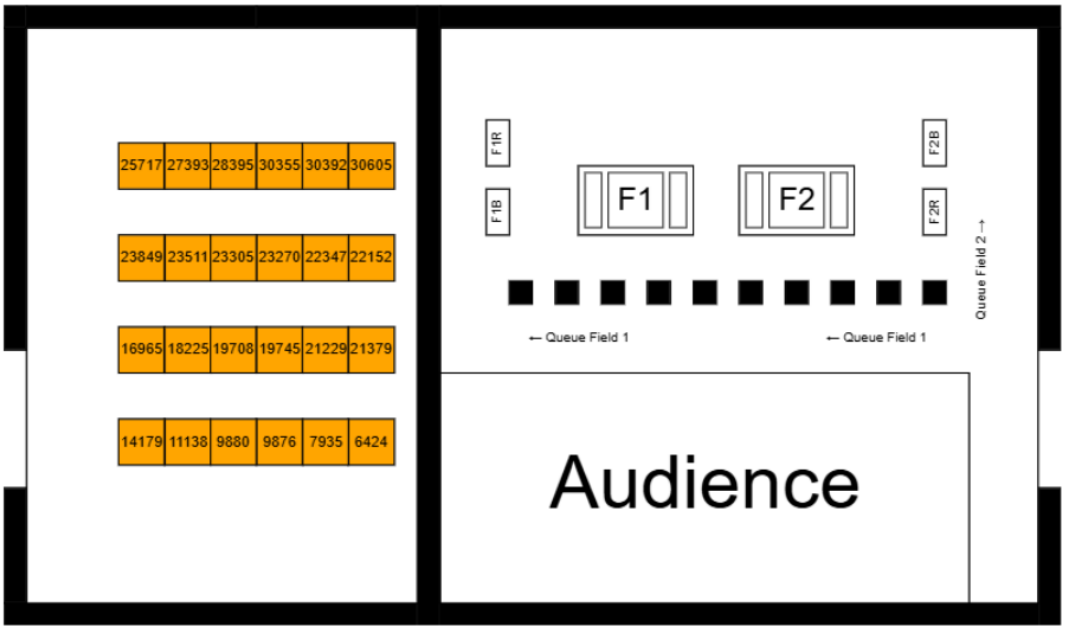


Figure 7: Example Pit Map for a 24-team Qualifier Event

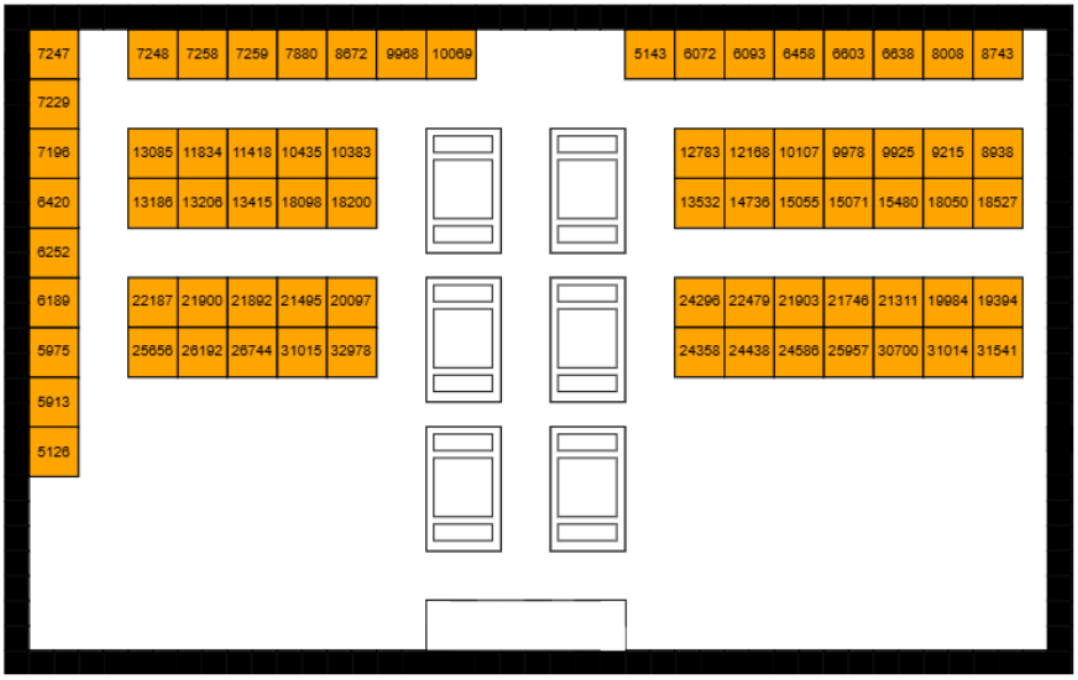


Figure 8: Example Pit Map for a 72-team Regional Championship Event

Useful Links and Information

On-Call Support Numbers

These numbers are for *volunteer support only*. Teams should not use these numbers to call about rulings or technical assistance.

Administrative, Judge, Referee and Non-Technical Issues:	(603)206-2412
Scoring System (FTC Live) or other Technical Issues:	(603)206-2450

Call, use the **built-in chat feature on FTC Live** available for events with internet access, or use the **FTC Referee Volunteer Slack** #all-event-support channel.

Pre-Event Support

Mon – Fri 8:30am – 5:00pm Eastern Time (UTC-4 or UTC-5)

Contact Support including live chat or email customerservice@firstinspires.org

Program Resources

Event Search

ftc-events.firstinspires.org

Game and Season Resources

ftc-resources.firstinspires.org/ftc/game

FIRST Tech Challenge Blog

Event Resources

ftc-resources.firstinspires.org/ftc/event

FIRST Tech Challenge Website

firstinspires.org/robotics/ftc

Volunteer Resources

ftc-resources.firstinspires.org/ftc/volunteer

Feedback

We strive to create support materials that are the best they can be. If you have feedback about this manual, please email customerservice@firstinspires.org or by contacting support. Thank you!