

## Hub A-Team (Core) Member Duties

### Overview

Core team make-up and duties vary from hub-to-hub. The following outline is generally how most hubs function. In some instances, core team members wear more than one “hat.” For instance, the Awards & Judging Coordinator (i.e., BEST Award) might also be the School Coordinator since much of what the teams deal with is centered around the whole awards and judging area. Likewise, The Hub Director typically is the Fundraising Coordinator and the Treasurer while the Game Coordinator might very well be the Technical Coordinator.

### Hub Director

- Responsible for overall coordination and communication between all tasks
- Provides general administrative support to the organization
- Provides a single point of contact for inquiries and communications
- Coordinates planning meetings
- Generates and publish planning schedules
- Generates annual budget with input from other coordinators
- Answers general phone calls and e-mails
- Represents the hub on the BEST Hub Council or delegates to another A team member
- Disseminates information to and solicits input from core team members on BRI issues
- Fills-in wherever needed in overall hub operations

### Communications

- Oversees organizational communications via email, fax, phone, and web page
- Leads development/maintenance of hub’s web site (content)

### Web Site Oversight

- Information dissemination to teachers, mentors & volunteers
- On-line signup, e-mail list and other contact info maintenance
- Sponsorship recognition
- Archival function – game descriptions, awards history
- Photo scrapbook

## Hub A-Team (Core) Member Duties

### History

- Maintains data from all functions for future reference, including:
  - Participants - schools and number of students, mentors, etc.
  - Award winners, game and BEST Award finishing order
  - Archives keepsakes (buttons, patches, etc.)
  - Financial reporting
  - Archives sources for materials:
    - Solicitation and promotional materials
    - Kick-off packet materials (rules, drawings, award descriptions, etc)

### **Awards & Judging Coordinator**

- Represents hub on the BRI Awards & Judging Committee
- Arranges for trophies
- Arranges for sponsor awards or other special awards
- Arranges for buttons/ribbons/patches or other promotional awards
- Coordinates the Game Day awards ceremony
- Enlists and arranges for judges
- Provides judges with appropriate instruction on how awards are to be made
- Arranges "thank-you" gift/token for the judges

### Event activities

- Kick Off Day: ensures that awards descriptions and guidelines are included in the kick-off packet and presents a summary of the awards and requirements to the teams
- Game Day: collects teams' notebooks and coordinates notebook judging
- Game Day: keeps judges on track and provides support information as needed; ensures that decisions on all awards are made prior to the end of the competition

### **School Coordinator**

- Solicits participation of schools for the competition (current and new)
- Contacts schools to get commitment prior to the end of school
- Maintains waiting list of teams in the event of team cancellations
- Maintains accurate school contact information

## Hub A-Team (Core) Member Duties

- Ensures schools provide timely input for competition program
- Serves as a primary point of contact for the schools for general questions concerning scheduling, event locations, etc.
- Ensures schools are aware of logistical information for all events

### Event Activities

- Kick Off Day: coordinates registration/check-in and packet distribution
- Mall Day: coordinates team sign-up for driving practice time slots and checks-in teams upon arrival
- Game Day: coordinates registration/check-in

### **Public Relations Coordinator**

- Prepares and distributes Public Service Announcements (PSAs) for recruiting volunteers, mentors, schools, etc. at the request of the other coordinators
- Prepares press releases to ensure television/radio/newspaper coverage of and general public interest in the competition events
- Coordinates photographic and video coverage of events for timely use on web page and for future brochures, videos, and other marketing and fundraising materials
- Coordinates and hosts VIPs at Game Day
- Coordinates with Awards and Judging Coordinator to script the Game Day awards ceremony

### **Treasurer**

- Maintains bank account (deposits, withdrawals, check disbursement, etc.)
- Files required forms/information with the IRS and BRI's Treasurer
- Works closely with the Fund Raising Coordinator to document sponsors' gifts
- Tracks and reports expenses with respect to the yearly budget
- Reimburses appropriate individual expenses

### **Fund Raising Coordinator**

- Organizes annual fundraising efforts
- Develops and maintains sponsor list
- Contacts previous sponsors and develops new sponsors
- Provides sponsors' checks to Treasurer

## Hub A-Team (Core) Member Duties

- Develops and coordinates event invitations for sponsors
- Coordinates sponsor recognition with Awards and Judging Coordinator for Game Day awards ceremony
- Writes sponsor thank you letters

### Game Field Coordinator

- Coordinates all field build volunteers
- Purchases materials for field build
- Transports field to/from events and venues
- Provides feedback on game drawings to game creators and Game Committee

### Mentor Coordinator

- Coordinates and provides mentor orientation and/or training
- Makes sure mentors are aware of guidelines
- Coordinates mentor assignments with schools
- Leads efforts in attracting new mentors, including contacting businesses with a significant number of technical staff

### Game Coordinator

- Represents hub on the BRI Game Committee
- Attends Prototype Kick Off and Prototype Game, where appropriate
- Refers questions/concerns regarding game rules from teams to BRI web site message board
- Coordinates and oversees construction of the playing field
- Provides an abbreviated version of the rules for use in the Game Day program guide

### Event Activities

- Kick Off Day: presents game description and demonstrates prototype machine (where applicable)
- Mall Day: watches for potential problems related to the rules and the field

## Hub A-Team (Core) Member Duties

- Game-Day:
  - Coordinates and oversees playing field set-up
  - Compliance check-in: helps with machine-check in as a rules expert
  - Helps resolves team protests
  - Serves as rules expert

### **Kit Coordinator(s)**

- Represents the hub on the BRI Kit Committee or delegates
- Orders, receives, assembles and checks Returnables Kit equipment
- Maintains inventory/sign-out list of kits by schools
- Orders replacement and spare parts for the R/C system
- Supports teams with troubleshooting and spare parts during the 6-week build cycle
- Responsible for ordering the Consumable Kit materials
- Ensures that Returnables Kits are returned after the competition

### **Event Activities**

- Teacher/mentor training (pre-competition): educates teams on the proper handling and use of return parts
- Kick Off: reminds teams of proper use and handling of return parts (less detailed version of teacher/mentor pre-competition training); distributes kits to teams
- Game Day:
  - Compliance Check-in: helps with machine inspection as the kit expert
  - Pit area: supports teams with spare parts and R/C trouble-shooting

### **Game Day Activities and Responsibilities**

The following are Game Day specific jobs; these jobs may vary from hub-to-hub based on availability of volunteers and hub specific circumstances. These jobs also require participation in other events in preparation for Game Day (e.g., checking scoring methods and potential rules problems during Mall Day). Other coordinators, previously listed, also have specific responsibilities on Game Day.

### **Game Day Coordinator (with 1-2 people helping)**

- Ensures everything comes together on Game Day:

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- Venue insurance and security
- Overall layout of venue
- Scoring displays
- Pit tables and power availability:
  - Arrangements for tables, chairs, and power for judges, scoring, and other game-day support
  - Arranges for competition music, including DJ, music selection, etc. and lunchtime entertainment (where appropriate)
  - Arranges for Color Guard for opening ceremony (where appropriate)
  - Arranges for hospitality (volunteers and judges lunch, breaks, snacks, and concessions for participants and other guests)
- Responsible for the game day program: coordinates with Team, Fundraising, Game and Awards & Judging Coordinators to ensure the accuracy and completeness of schools, sponsors, game, and award information

### Game Boss/Head Referee

- Serves as expert in the game rules
- Attends Prototype Kick Off and Prototype Game, when possible
- Monitors the progress of contest and strives to keep everything on schedule
- Enlists, trains, and coordinates referees and substitute referees, where applicable
- Ensures referees have needed supplies: ref shirts, clipboards, pencils, score sheets, stop watches, and breaks (water, etc.)
- Mall Day: attends practice driving and coordinates mock matches, where applicable
  - Note: It's very important to get refs there for demo day to see how long it realistically takes to score matches and re-set the field
- Game Day: starts and stops each match

### Referees (4-6 people per field)

- Attends Mall Day competition for practice
- Game Day:
  - Helps with Compliance Check-in
  - Watches each match for rules violations

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- Counts scores of each match and reports same to scorekeeper's table
- Resets field after each match
- Listens to the participants' concerns (Note: referees are the main interface with students during the competition, so being supportive and encouraging are critical)

### Master of Ceremonies

- Serves as main person at the microphone on Game Day - enthusiastic - also serves as head cheerleader
- Announces each match prior to start
- Announces match result as they are available
- Participates along with Awards and Judging Coordinator, VIPs, and sponsors in handing out the awards

### Scorekeepers (3-4 people)

- Mall Day: Tests the scoring methods, software, etc.
- Game Day:
  - Keeps track of all of the matches
  - Runs the clock
  - Sets up and runs scoring system and remote scoring displays (i.e., computer projectors and screens)
  - Prepares forms to keep game scoring organized with help from the Game Boss
  - Ensures scoring accuracy

### Floor Boss (and 3-4 Staging Crew members)

- Makes sure teams know when their next match is and gets them (a) to the Staging Area and (b) to the field on time
- Checks drivers and spotters for proper rotation
- Assigns field starting locations and has teams install field-receivers
- Keeps things moving on the game floor throughout Game Day
- Gets teams off of the floor after a match – retrieves field-receiver from robots

## Hub A-Team (Core) Member Duties

### Pit Boss (and Pit Crew)

- Assists with or, as the case may be, conducts Compliance Check-in
- Oversees team conduct and traffic flow in Pit
- Monitors mentor participation at team tables to insure that students are doing the majority of the work and not the mentors
- Monitors Battery Charging Station Power Tool Repair Station use by teams
- Assists with getting teams to Staging Area prior to upcoming matches

### Hospitality Coordinator

- Makes arrangements for various food related functions associated with Game Day (which may differ from hub-to-hub based on need):
  - Notebook judge's dinner: often held on Thursday or Friday evening of game week; judges are given an orientation followed by dinner, then notebooks are judged
  - Continental breakfast: typically ready first-thing on Game Day for volunteers and is maintained throughout the morning
  - Volunteers/Judges/VIP lunch: should include food for sponsors, the press, and other VIPs
  - Concessions: arranges for concessions to provide food, drinks, and snacks for participants and the public
  - Post-competition party: makes arrangements at local restaurant or other venue for celebration party for volunteers, core team members, judges, VIPs, etc.