



2024 VOLUNTEER GUIDE
*****IMPORTANT*****

CAPITOL BEST SCHEDULE OF EVENTS

Friday, November 8, 2024

Time	Compliance	Marketing Presentations			Exhibits
4:30 PM	Unloading Truck, Competition Setup Begins				
5:00 PM – 12:00 AM	Setup PITS, Gym, Exhibit Area, etc.				
6:00 PM	Lite Meal Available				
6:30 PM	Team Check-In & Unscheduled Compliance Check (B Gym)	Marketing Presentations Judges Meeting (Judges Room – Lecture Hall)			Team Exhibit Setup (Cafeteria)
		(Rm J.101) Red	(Rm J.103) Green		
7:00 PM					
7:30 PM					
8:00 PM					
8:30 PM					
9:00 PM					
10:00 PM					

Saturday, November 9, 2024

Time	Head 2 Head	Marketing Presentations		Exhibits
7:00 AM	Doors Open			
...	Compliance Check & Prep Completion			
8:15 AM	Drivers meeting (in PITS); Judges meeting in Judge Room (Lecture Hall)			
9:00 AM	Introduction & Opening Ceremonies			

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Match 1: First 4 teams be at staging area @ 9:00AM					
9:15 AM	Seeding Phase 6 matches/team (total ~25 matches) And Spirit Breaks	(Rm J.101)	(Rm J.103)		Team Exhibit judging and Informal interviews
9:30 AM					
10:00 AM					
10:30 AM					
11:00 AM					
11:30 AM					
12:00 PM	Lunch Break (Lecture Hall)				
1:00 PM					Team exhibit teardown begins
1:30 PM					
2:00 PM	Wildcard phase				
2:15 PM	Semifinal phase				
3:00 PM	(6 matches)				
3:15 PM	The Finals				
4:00 PM	(4 matches)				
4:15 PM	Tally Final Scores				
4:30 PM	Awards presentation				
4:45 PM					

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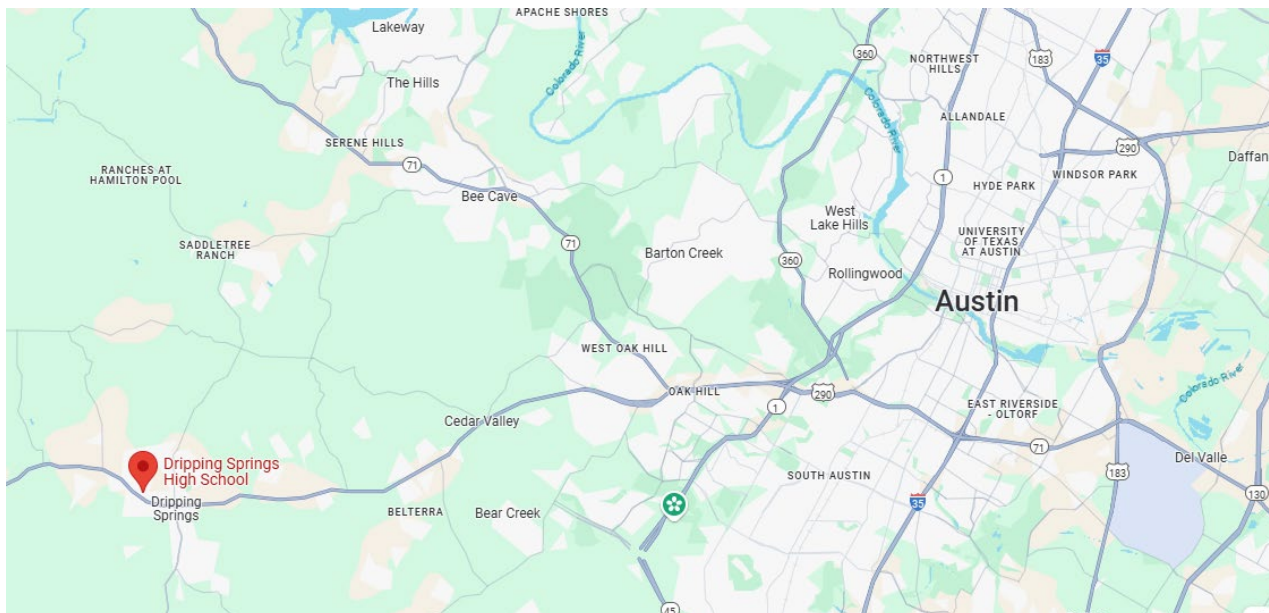
5:00 PM	start breakdown				
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Please **be at the high school early** enough to make final preparations, get final instructions, etc. We will begin the opening ceremonies **promptly at 9:00 am** and everyone should feel comfortable with their job assignments prior to that time. It will be very busy on Saturday morning and it will be difficult to go over every assignment, so please come on Friday night or contact me earlier if you have questions. Most everyone should **arrive no later than 7:45AM**.

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General Map to Dripping Springs High School

Dripping Springs High School, 940 US 290, Dripping Springs, TX, 78620



Parking & Entrance

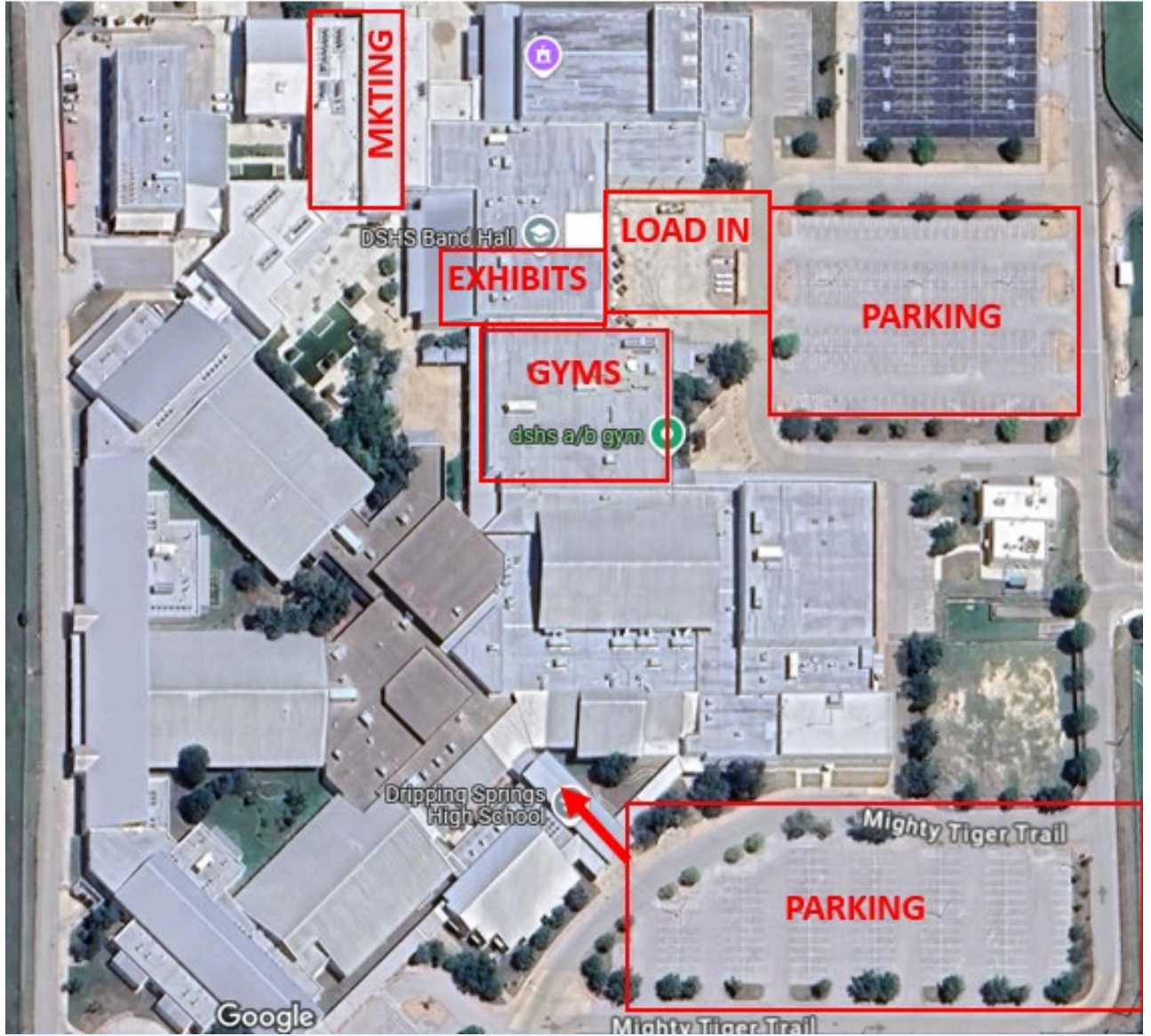
Teams may park at the front entrance or on the East side near the football field.

NOTE: Friday night is a home football game along with other activities at the school. Parking will be limited.

Participants may enter and load/unload through the Load In area noted.

The competition will take place in the competition gymnasium at Dripping Springs High School. Team exhibits will be set up in the cafeteria. The PITs will be in the B Gym, adjacent to the Competition Gym. Marketing presentations will take place in designated in J wing.

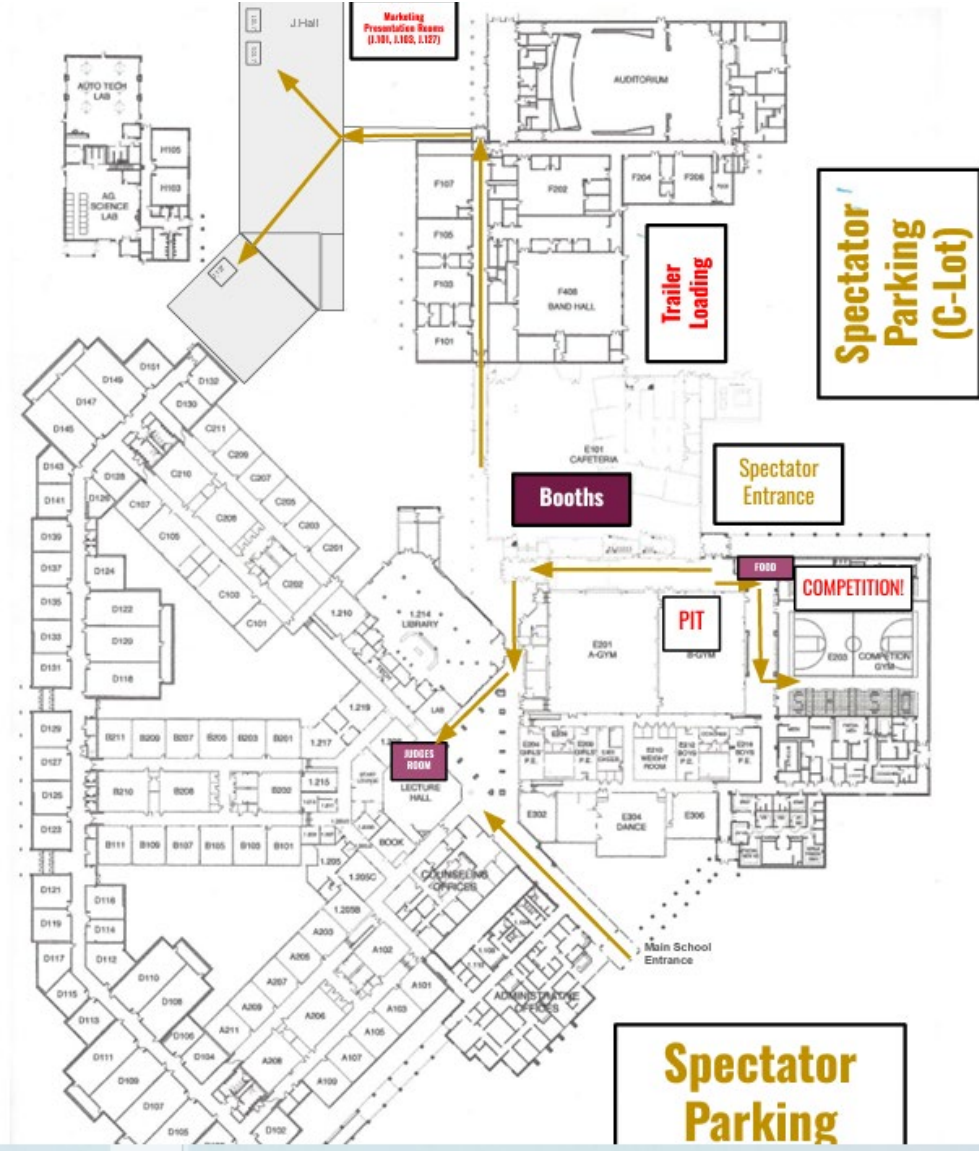
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The competition will take place in the main gymnasium at Dripping Springs High School. Team exhibits will be setup in the cafeteria. The PITs will be in the B Gym, adjacent to the main gym and cafeteria. Marketing presentations will take place in designated rooms in the J-wing.

For a complete zoomable map of the facility, [click here](#).

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STAFF ASSIGNMENTS

You should have received an email with your staff assignment already. You can view your assignments on the BEST National Registry (<https://registry.bestrobotics.org>) – where you registered as a volunteer. If there is any issue with your assignment please contact me ASAP.

Some of you may need to talk....referees should probably coordinate, scoring also, pit crew also, staging crew also, judges also, etc.

When you arrive on Saturday, go to the **judging/hospitality room (Lecture Hall)** to pickup your staff t-shirt.

SPECIAL INSTRUCTIONS

Referees & Field Resetters

Be sure to read a copy of the [Game Specific Rules](#). See section 3.0 Game Specific Rules. This outlines the game play for “Low G”. The main things to concentrate on are:

- (3.5.1) Starting positions/orientations of game pieces, robots, drivers & spotters.
- (3.6) Robot interaction, driver and spotter rules and violations.
- (3.7.12) Autonomous power cable retrieval.
- No need to worry about points only what scores and what does not.

Referees should also go through the latest Q&A at <http://game.bestrobotics.org/gna> to get a good understanding of any changes/clarifications to the rules. There are hundreds of questions so do it early. You can select just the Game Related questions. Some answers to Q&A may have actually changed a rule or two (but not usually); mostly it is clarification of rules/interpretation. Filter by “Rules Change” to see any changes that have occurred.

I have actually pulled much relevant information into this [Referee's Guide](#). The Head Judge will be very well schooled in the Q&A responses.

Referees will perform score entry via tablets (provided). It may be a good idea to **meet on Friday night, Nov 8**, to review the scorecards & scoring procedures to be used on game day. Driver signatures will be collected on the table scoresheet.

You can review the [Online Scoring Calculator](#) beforehand to get a better understanding of how to fill in scorecards. The Online Calculator is identical to the scorecards that will be used. Passcode is L0wGr@v1ty

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All referees should be at the school by **7:30am** on Saturday, Nov 9. There will be a driver's meeting for all teams hosted by the Head Referee at **8:15am**. Referees should attend. This meeting will not be to go over rules per se, but more procedure.

For example,

- The team is responsible for getting to staging on time (1 match prior to theirs) and having the right drivers there.
- We will have pre-staging area in the PITs to get teams ready early
- Only 2 students are allowed on the field
- All traffic to/from the field should use the designated doorways. Other members or observers should be in the stands only.
- Every student on the drivers list must wear a driver band. They are numbered and must only be worn (not removable) by the student designated on the team driver list. We handed out numbered "concert" bands to each team at machine check-in Friday night.
- Driver must be wearing a driver band that matches the driver's list at staging. That is, #1 driver drives in the team's first match, #2 driver drives in the team's second match, etc. Team must keep track of their driver's list and order of drivers so that the proper student is sent to staging.
- Only move from staging area to the field when instructed by a referee or staging boss.
- Driver (with joystick) should not leave after the match until they have reviewed and confirmed the scorecard (or referee's scoresheet).
- The spotter may be any student the team chooses. No driver's band is required for the spotter.
- The machine must remain in the compliant (2x2x2) shape until the whistle blows to begin the match and at the end of loading laundry.
- When horn sounds ending the match, drivers should remove hands from their joystick controls.
- Review what scenarios result in a 20-second penalty. Let them know that they must hand their transmitter to the referee for the 20-sec penalty period.

Judges

Coordinate your activities with Shailendra Dungar (ssdundar@hotmail.com), Judging Coordinator and our head judge. Shailendra will be providing award criteria and scoring instructions for you. Our goal is to have all notebooks judged by Friday night, Nov 8. That judging should already be in progress. There may be a few to further review Saturday morning.

Several marketing presentations will be judged on Friday night. We do need more judges to complete this activity.

Scoresheets or scoring computers will be provided but you can get an early glimpse to prepare for judging by looking over the [scoresheets here](#).

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Engineering Notebook, Marketing Presentations, Team Exhibit/Interviews, and Spirit/Sportsmanship are all in the BEST Award folder.

Creative Design and Most Robust Design are in the Robot Awards folder.

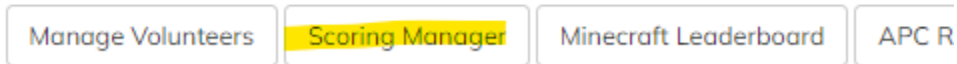
If you are doing online judging of Website Design, Video Design, Engineering Drawings, you'll find scoresheets in the Skill Challenges folder. **Online judging should be completed by eod 11/7/2024.**

Important! First-time Judges

You will need to access the Online Scoring Manager to enter your scores. This is the same login credentials used for the Registry. Best method is to login to <https://registry.bestrobotics.org>, go to the Judges page and click on Scoring Manager button under Judging Resources section. When the OSM comes up, go through a login and if your first time logging in, you may be asked to associate your OSM account with the Registry account.

Judge Resources

The following links will guide to off page judging resources:



First-time Judges – please login to Online Scoring Manager at least once NOW before 11/6 so that we can assign you the scoresheet access you will need.

Compliance Check Crew

Read over the rules and kit list & notes well. You will need to be at the High School by **5:30pm** (or earlier) on Friday, Nov 8, for compliance check of the machines. Compliance check will be from 6:30pm to 10:00pm on Friday. The Compliance Judge will instruct you on the procedure. The information sent to teams concerning the Compliance procedure can be found in the Team Instructions found at [Team Instructions](#). Familiarize yourself with the [BEST General Rules \(Section 1\)](#), the Return Kit List (Section 2.1), and Consumables Kit List (Section 2.2) and [Team Custom Part Guide](#). Checklists will be provided for your reference.

PIT Crew

Coordinate activities with the Pit Boss upon arrival. He will inform you of what to do to keep things rolling. Please arrive by **8:00am** (7:30am if you need more instruction) on Saturday.

The PIT crew is responsible for:

- keeping the PIT organized
- ensuring safety rules are followed by teams
- enforcing entry/exit rules
- ensure soldering irons are not left unattended
- ensure that battery charging is organized and monitored
- ensure that students wear safety glasses in the PIT area
- ensure no illegal power tools are used in the PITs
- pre-staging of teams in advance
- etc.

The PIT crew is also responsible for **getting teams staged** for their next match. A computer display is located in the PITS to notify the Boss of which teams are competing, which teams are currently staging and which teams are "on-deck". The Pit crew is responsible for notifying the team "on-deck" and getting them to the pre-staging table, ready to move to the gymnasium when called.

Many teams will have questions about what to do, how to get help, where is the first aid, where's lunch, when do we play next, etc., etc., etc. You name it....they will ask it. The PIT Boss and PIT crew is responsible for keeping the PIT teams informed. A PA system is available to make announcements, call teams, enforce rules, etc., etc. For hardware problems, a dedicated KIT crew exists to handle repair, replacements and general technical aid to the teams.

Scorekeepers & Field Scoring

If you haven't done scoring before or dealt with the software, come **early** enough (**recommend 7:30am**) to get some training or ask to review the software beforehand! It's not complicated but you do need to know the procedures before you dive into it! The main scoring crew will work with the Head Referee to confirm the scores for each match. Contact [Greg Young](#) if you wish to experiment with the Scoring Manager software before Game Day.

Photographer(s)

Team pictures should start as early as possible (8:00am or earlier as teams arrive). You should try to get the team pictures out of the way early, before the contest actually begins and chaos sets in. It is harder to get the whole team together after match play begins. You will have to work around the driver's meeting and other activities. Then get us some great candid shots of robots in action, teams working, team exhibits, marketing presentations, and crowd shots, etc.

Videotaping

Please arrive in time to setup equipment and be prepared for videotaping the opening ceremonies at 9:15am. All other times will be random video of the contest.

Media Relations

You will be asked to interface with all media and VIPs who may attend. Feel free to escort them around, show them to VIP seating to watch matches, discuss the program, and show them to the hospitality room and tour of the PITs to visit with teams.

Spirit Break Coordinator(s)

You will be asked to stage and coordinate teams as they come down to perform their Spirit Break at the designated time. Coordinate with the DJ for any music or audio (mic) support. Teams will bring any props with them. Keep the teams on-time (less than 2 minutes) and keep the activity going. There may be large groups so keep them organized. The Spirit Break activity will take place in an open area near the DJ. A schedule will be provided. This activity occurs in parallel with the game play; we do not stop game-play.

Spirit Breaks (see schedule below)

Spirit Breaks will be held near the DJ station. The **DJ will call for teams** to come down at the designated times. You should help the DJ coordinate this activity. Teams are always late, or wanting to change or wanting to jump into an open spot. As coordinator, you control this scheduling and making DJ aware of any music or other requests provided by the team. An approximate schedule will be provided Saturday morning.

DJ & Announcer

Coordinate opening ceremonies music including National Anthem. Coordinate any music/audio support for Spirit Breaks. Control continuous exciting music throughout the day. Coordinate play time for any team bands that may request it. You may take requests from spectators or team members. Play team provided music as requested for Spirit Breaks. Announcer should announce teams for the match as they enter the field. Complete schedule will be provided.

Crowd Control

Teams tend to creep near the field, especially later in the day when we get to semifinals and finals. Spectators and teams should remain in the stands when watching. They should not be standing in doorways, pathways, areas used for Spirit Break, etc. Photographers can be allowed to step into designated area of the field to take their photos and then exit. Your responsibility is controlling the crowd and keeping them out of the areas where they should not be. In general,

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only team members that are in the current match, being staged or performing a Spirit Break should be on the contest floor.

Hospitality Staff

You are responsible for setting up the Hospitality room for lunch for the volunteers. You may be asked to pick up pre-arranged lunch or coordinate with caterers. See event admin for exact instructions. Hospitality items (snacks, water) will be available as well for volunteers.

Team Instructions

The instructions distributed to teams can be found [HERE](#) for your reference.

FRIDAY, Nov 8, COMPLIANCE CHECK, MARKETING PRESENTATIONS & CONTEST SETUP

Compliance Check – Compliance boss and a checkin crew;

Machine weigh-in; size check; kit components check; PIT rules review; PIT table assignment, drivers list confirmation.

This will be handled by compliance judge and crew. Compliance check will be performed in the PITs area. Forms will be provided to be used for each team.

Contest Setup

Includes setup of PITS, game floor, display areas, hospitality & judges room, networking, video, etc.

~4:30pm unload truck, setup compliance check (1st), setup PITS, hospitality and judges rooms, team exhibit area, game floor (main gym).

~6:00pm compliance check begins as teams arrive. Lasts until **10:00pm**.

~6:00pm Light meal available.

6:30pm Judges meeting (Judges Room)

7:00pm Marketing Presentations begin

We should be able to get into the school at 4:30pm. Please get there as soon as you can to help unload the truck and setup. There is lots of things to be setup and prepared.

SATURDAY, NOV 9, GAME DAY

ATTIRE

- Casual (jeans, shorts, skirts, or whatever is comfortable)
- All staff members will wear a Capitol BEST t-shirt; pick it up in the hospitality room when you arrive.
- Please wear **ONLY** soft-soled shoes (e.g., sneakers) that won't mark the gym floors

HOSPITALITY ROOM

Concessions will be available during the competition for spectators, contestants and staff. However, event staff and media will be treated with a Staff Hospitality room with snacks and water throughout the day and lunch items during the break. The Hospitality room is expected to be in the Teachers Lounge, near the Judges room (Lecture Hall) (see school layout diagram).

LUNCH BREAK

There will be one hour scheduled for lunch. While there few eating establishments within a reasonable distance of Dripping Springs High School, you will not need to leave the site as lunch will be provided in the Judges/Hospitality Room. If you are only working the afternoon, please show up for lunch...we will have plenty! **If you need a vegetarian meal, don't worry there will be vegetarian options!!** If you leave the site for any reason, make sure that you return on-time!!!!

Current Staff Assignments

If you do not find yourself with an assignment, please contact greg.young@bestinc.org, 512-947-1649 BEFORE Thursday, Nov 7, 10PM.

Assignments can be found on the BEST National Registry where you signed up (<https://registry.bestrobotics.org/volunteers/volunteer>)