



REBUILTTM

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Gene Haas Foundation

**2026 PIT ADMINISTRATION
SUPERVISORS'
REGIONAL GUIDE**



From all of us at *FIRST*[®] Headquarters:

The Pit can be crowded, exciting, and noisy. It opens early and closes late. As Pit Administration Supervisor, you play a key role in making the event a success!

THANK YOU



Thank you for supporting the Pit Administration Station!

We truly appreciate the time and effort you dedicate to making your event a success.

This guide is designed to help make your role easier and more efficient.

If you have any questions—before, during, or after your event please don't hesitate to reach out to *FIRST* Headquarters at (800) 871-8326 or email us at

customerservice@firstinspires.org. We're here to help!

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Pit Administration Basics

- **You are the cheerful information station!** 🗣️
Be welcoming, helpful, and ready to assist teams, guests, and volunteers.
- **Radio Communication:**
You'll be in contact with Inspectors, EMTs, Event Personnel, and *FIRST* staff.
 - Ask for instructions during your first meeting.
 - The **Pit Administration Supervisor** must always be reachable via radio in case of accidents or illnesses.
 - If you need to leave the radio's range, hand it off to another capable volunteer at the table.
- **Safety Glasses:**
Everyone in the Pit must wear safety glasses.
 - Child-size glasses should be available.
 - Children under 12 are not allowed in the Pit unless accompanied by an adult.
 - **Exception:** During the first 10 minutes of team load-in and the first 10 minutes of Pit opening each day, children may enter **only if they are not working on the robot or setting up the pit.**
- **Team Check-In Requirements:**
All teams must submit:
 - Their **Team Roster**
 - Any applicable **paper Consent & Release forms**
(See *Section II* for more details.)
- **First Aid:**
EMTs or nurses are available for medical assistance—even for something as simple as a bandage.
 - Bandages in the supply drawers are for **Pit staff and volunteers only.**
- **Incident Reporting:**
Report **medical or non-medical incidents** using the required procedures.
(Review "*Incidents*" in *Section E, ii.*)
- **Lost & Found:**
Items such as keys, IDs, phones, wallets, glasses, and credit cards should be turned in to the venue's **Lost and Found.**
- **Staffing the Pit Admin Station:**
The station must be staffed **at all times.**
 - Coordinate breaks with volunteers to ensure coverage.
- **Guest Assistance:**
Help guests locate teams and provide information about the competition and *FIRST*.
- **Accuracy Matters:**
A wrong answer is worse than no answer.
 - If unsure, **ask other event staff** to ensure accurate information is provided.

I. Important for the 2026 season!!

Lost Items

A folder containing the Lost and Found form will be in every Pit Administration file box. Additionally, to ensure all Personal Identifiable Information (PII) is protected, a Lost and Found “Pending” folder will be available within the Pit Administration file for storing completed forms during the event. Following each event, pending lost and found documents should be placed in the black lockbox. All other forms where items were found should be shredded.

Driver's Meetings

Driver’s Meetings give Key Volunteers the chance to introduce themselves and review event procedures and rules with Drive Teams. Each team receives a [Driver’s Meeting Question Form](#) in their packet, which must be returned to Pit Administration by the announced deadline. During the meeting, teams sit in the stands while field volunteers cover procedures and answer submitted questions. Late questions are to be directed to the Question Box.

FedEx shipping labels for Team Rosters and Consent & Release forms

Due to the sensitivity of the information collected on the Team Rosters and the paper-copy Consent and Release form, *FIRST* will supply the Pit Administration with a FedEx Airway Bill and envelope. We ask that the Pit Administration place any Team Rosters and paper-copy Consent & Release forms into the envelope provided for each event. We then ask that Pit Administration or Event manager to drop the envelope with the paperwork into the nearest [FedEx box or office](#). The information for delivery will be prepopulated on the labels.

Incident Reporting

Incident reports will be entered into the Tablet that will be provided within the Pit Administration Road case. The tablet will have a data plan so it’s easier to open and enter your reports. The pin to open the tablet is **8326**.

II. Key Training Points – 2026

A. Team Rosters and Consent & Release forms

Each youth team member and adult mentor participating in a *FIRST*® Robotics Competition regional event is required to complete the 2026 *FIRST*® Consent & Release form. The Consent & Release form should be submitted electronically via our Youth Registration portion of the Dashboard, [Express Enrollment application](#), or by paper-copy at each event the team attends. (**Note:** *The paper Consent & Release form is only to be used as a last resort, when accessibility issues prevent parents/guardians from registering online.*)

Procedure:

The following documents **must** be collected from every team at check-in:

Team Roster

The Team Roster summarizes each submitted Consent & Release form on record (for both youth team members and mentors) on record. A mentor from each team must provide the printed Team Roster, from Lead Coach 1 or Lead Coach 2's *FIRST*® Dashboard page, at all the team's events, along with any signed paper-copy Consent & Release forms. See sample Team Roster in [Section II, 1](#).

Consent & Release Form

Consent & Release forms must be completed for **EVERY** youth team member and Coach/Mentor in attendance. Please confirm **EVERY** youth team member and Coach/Mentor has accepted the form electronically Consent and Release form or provided a paper copy.

- a. Review the Team Roster provided by the Coach of the team. The Consent Form column on the Team Roster will indicate that the Consent Form is either **Complete** or **Incomplete** for youth team members.
 1. If the Consent Form column has a **check mark**, this indicates the form is **Complete**. If this is the case, there is no need to collect a paper-copy Consent & Release form from the team member.
 2. If the Consent Form status column has an '**x**', this indicates the form is **Incomplete**. If this is the case, please be sure to collect a completed paper-copy form from the parent/guardian of the youth team member. Please be sure to do the following:
 - Collect any paper-copy forms during check-in and ensure that they are complete.
 - Staple any completed paper-copy forms to the Team Roster.
 - The forms must include a signature from a parent or a legal guardian (if the youth team member is under 18) and a team number.
- b. There is an area on the Team Roster called "Additional Members (Write-In)," in which paper-copy submitters' information will be handwritten by the lead coaches.
- c. Once the Team Rosters and paper-copy Consent & Release forms (if applicable) have been collected, place the forms within the event-specific Fed-Ex mailer to be returned to *FIRST*, adhere the provided label to the mailer, and ship the forms to *FIRST* HQ for processing. Please use the FedEx Office/Drop-box locator (<https://local.fedex.com/en/fxo-only>) to find the nearest location

PLEASE NOTE: Team Rosters and Consent & Release forms must be completed and handed in at **all** the team's events for the season.

- d. **What if a team doesn't have their roster or consent forms?** A team might say that their Team Roster/Consent & Release forms are coming late with other

mentors on their team. In this case, make sure the person you are speaking with is an adult team Coach and not a youth team member. A team member may also say he/she/they submitted electronically but do not show up on the team roster as "Accepted."

- e. **What if a team has turned in a roster that has all the check marks and no paper copies?** There is no need to ship the forms back to HQ, these can be shredded.

To Resolve the Issue:

1. Have Lead Coach 1 or 2 sign the Registration Team List and provide them with the registration packet.
 - ⚠ Do not distribute Drive Team Buttons until the following are received:
 - a) The official Team Roster
 - b) All applicable paper Consent & Release forms
2. If the team has forgotten the required documents, they must arrange to have them delivered to the event site and ensure originals are mailed to *FIRST* immediately.
3. The Lead Coach must collect completed Consent & Release forms from parents/guardians for all youth team members before Drive Team Buttons can be issued.

Important Reminder:

- Any team member without a properly signed Consent & Release form is not permitted to compete or enter the playing field.
- Adults and youth team members 18 years or older may complete the form via Express Enrollment or submit a paper copy on-site.
- For youth team members under 18, if a form has not been submitted:
 - The coach must make appropriate arrangements, such as:
 - Providing transportation home
 - Seating the youth in the stands as a spectator until the form is received
 - Coaches may share these options, but it is ultimately their responsibility to resolve the situation. If disputes arise, contact the Event Manager or have Lead Coach 1 or 2 reach out to *FIRST* Team Support for assistance.

Express Enrollment application is available for coaches in the United States and Canada with completed [FIRST Youth Protection Screenings](#) and provides a simplified experience on mobile and desktop to register and accept youth to *FIRST* teams.

- Please note that some regions may have additional steps to complete youth registration. If this is the case, their local [Program Delivery Organization](#) will contact them with further instructions.
- Coaches can get started today by visiting the Team Contacts/Roster section of their Team Dashboard. Coaches can visit the [Youth Registration Overview page](#) to get started.
[View Express Enrollment Coach/Mentor Instructions](#)
[View Express Enrollment Parent/Guardian Instructions](#)
[View Express Enrollment Frequently Asked Questions](#)

1. Sample Team Roster (printed electronic version)

TEAM CONTACTS

If a youth on your team shows the Consent and Release form not completed, the parent/guardian can access the form by logging in to their own dashboard and clicking the "Parent/Guardian-Youth" button to locate their returning youth or create a new youth profile.

[PRINT BLANK ROSTER](#)

[PRINT ROSTER](#)

Season	2025	Team Name	Test Team 2025 Pit Admin Training
Program	FRC	Team Location	Hillsborough, NH 03244 USA
Team Number	16891		

MAIN CONTACTS

Role	Name	Phone	Consent Form
Lead Coach/Mentor 1	Jane Doe [redacted]@gmail.com	603-[redacted]	<input checked="" type="checkbox"/>
Lead Coach/Mentor 2	Joe Smith [redacted]@gmail.com	563-[redacted]	<input checked="" type="checkbox"/>

OTHER CONTACTS

Role	Name	Phone	Consent Form
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Youth Team Members

Include 'Denied' Application Status Students

Role	Youth	Parent/Guardian	Phone	Application Status	Consent Form	Awards Submitter
	Jenny Doe	Jane Doe [redacted]@gmail.com	603-[redacted]	Applied	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jimmy Doe	Jane Doe [redacted]@gmail.com	603-[redacted]	Applied	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL MEMBERS (WRITE-IN)

Role	Name	Other Information
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B. PREPARATION

i. Volunteer Meeting / Training

Please attend the volunteer meeting to review all essential event information. This meeting is an opportunity to meet your Pit Administration staff and ensure they are familiar with the basic procedures and responsibilities of the Pit Administration area. Our goal is to staff volunteers for the full duration of the event to minimize the need for repeated training. Identify and train an interested, capable volunteer who can step into the role of Pit Administration Supervisor in the event you are unavailable next season or choose to volunteer at a different event.

ii. Set Up

Unpack your rolling crate, which contains all materials required to operate the Pit Administration Station. Inside the crate, you will find plastic bins clearly labeled for your event. These bins include the registration materials—such as envelopes, documents, and buttons—needed to prepare team registration packets.

Also included is the Pit Administration Supervisor Binder. This binder serves as your primary reference and contains the following sections:

- 2 registration lists (for registering teams by odd/even lines)
- 5 team lists (for your reference)
- Team labels

We recommend that you store your crate in a safe area and use it as an extra flat surface for your safety equipment.

a) Other important items in the rolling crate:

- Pit Signs
- Supply drawers (filled with supplies that are meant to last for **all events** on the truck route)
- Printed materials for you to display and share with visitors to the Pit
- Driver Buttons
- Safety Buttons
- Parts Request forms for teams
- Tablet for Non-Medical/Medical Incident reporting
- Lockbox
- Woodie Flowers shirt/markers
- Ear plugs for anyone who requests them
- Safety glasses
- Work gloves to loan to team members

Be sure to reserve some of the printed materials for the remaining days of the event.

b) Additional items which you will need to obtain to add to team registration envelopes include:

- Pit Maps (from the Event Manager)

- Practice Match Schedules (from the Field Tech Advisor or Event Manager)
- Program Books (from the Event Manager)

iii. Pack Registration Envelopes

Please keep in mind that teams may sometimes register late to compete in an additional event. If that happens, please be sure to also let other Key Volunteers know about the late addition including the Judge Advisor, Lead Robot Inspector, and FTA so the team can be added to their lists. Do not forget to make them a packet as well.

Each registration envelope should include:

- **Drive Team Buttons**— Five buttons (3 Drive Team, 1 Coach and 1 Technician) for the five individuals from the team permitted at the field during matches. You will find five full sets of blanks inside your bin. Please encourage your teams to hold on to their buttons. You should make it clear to teams that they will not receive a replacement for a lost or misplaced button. Encourage your teams to leave their buttons in a safe place inside their pits at night instead of taking them home or back to their hotelroom.
- **Driver's Meeting Question form** – One per team. Teams must fill out this form and provide it to Pit Administration by the deadline established by the FTA and Head Referee.
- **Pit Map**—shows the layout of the entire Pit: Pit Administration Station, Spare Parts, First Aid/EMT station, and the Inspection/Weigh Station, etc. The Event Manager will provide these for you on-site.
- **Program Books**— Program Books are distributed with the packet, not in it.
- **Practice Match Schedule**— The Scorekeeper will provide these for you on-site.
- **Safety Buttons**— **The Safety Button is provided optionally to teams by Pit Admin if requested by the team. Each event will have 60 Safety Buttons available for distribution. Safety Buttons are not season specific and can be reused from event to event (if a team already has one). It is okay if a team has 2 safety captains to give 2 buttons (assuming you have the inventory to provide)** A team's safety person is responsible for monitoring the team's compliance with rules at home and at *FIRST* events. Team members can take turns with this duty.
- **Team List**— 1 per team. Teams have been instructed to download additional copies from the web.

C. ALSO LOCATED IN THE PIT

Machine Shop – It may be off-site at some events; this will be available for teams' use during the competition.

Pit Announcer

Some events may have a designated Pit Announcer. When this role is in place, ensure the Pit Announcer is trained to work closely with the Team Queuer to call teams from the Pit to the playing field in time for their scheduled matches. You are responsible for directing the Pit Announcer on what announcements should be made, and you may need to assume this role yourself during breaks.

Parts request forms are located in the supply box.

If a team needs to borrow a specific tool, the announcer may make an announcement such as: "Team XXXX is looking for [tool]."

DO NOT make birthday recognitions, thank-you announcements, or other non-essential ("frivolous") announcements, as excessive or unnecessary messaging will cause teams to stop paying attention.

Practice Field—A volunteer(s) will staff this field and maintain a signup sheet for teams to practice.

Robot Inspection—A team may only use a practice field with a robot that has passed an initial, complete inspection. Each time they make changes to the robot; the robot requires a new inspection.

Spare Parts- usually located next to the Pit Administration (location may vary from event to event).

D. SAFETY

i. Safety Awareness

Please refer to the [Team Safety Manual](#) if anyone has questions regarding the Safety Awareness Recognition Program.

a) Battery Spills at the Event

- Immediately send the person in contact with battery acid to the First Aid Station/EMTs
- Teams will report the incident to the Pit Administration supervisor so the individual can fill out a Medical Incident Report Form on the tablet.
- Pit Administration will contact the Event Management for instruction from event and venue authorities to dispose of the *properly contained leaking battery**

If the venue authorities refuse to dispose of the contained leaking battery, Pit Administration will ask the host team to dispose of the battery or request a local team to volunteer to dispose of it.

***Teams should refer to the procedure of handling a leaking battery in the [Team Safety Manual](#)**

b) Safety Glasses Process

Safety Volunteers help ensure that event attendees do not enter the Pit unless they are wearing appropriate safety eyewear. These volunteers will pass out glasses and wipes provided by the local partner (if applicable).

ii. Incidents

This section provides a clearly defined procedure with specific responsibilities for handling the timely reporting of incidents involving bodily injury and/or property damage at a *FIRST* Robotics Competition event.

c) **Incident Reporting Procedure**

You will serve as the **Incident Reporter** and are responsible for completing all incident reports. You must remain available in the Pit whenever the event is open to teams, volunteers, and the general public. If you need to leave the facility at any time, you must designate another trained volunteer to assume this role during your absence.

The Incident Reporter should:

- Be calm in an emergency and be able to talk to witnesses without assessing fault and be able to communicate with the insurance company if necessary.
- Report the incident. Tablets are supplied for the reporting procedure; however, in some cases a paper form may be necessary. If this is the case, then please be sure to have clear/legible handwriting when filling out the form. Fill it out completely.

Incident Reports – Where & Why

Where to Report:

Anyone can report a youth safety concern or medical incident to *FIRST* Headquarters using:

- The [FIRST Reporting Portal](#)
- Email: safety@firstinspires.org

d) **Types of Reports:**

Youth Protection Concerns

Includes suspected abuse, bullying, harassment, discrimination, or inappropriate behavior/comments by adults.

Medical Incidents

All injuries or illnesses at a *FIRST* event **no matter how minor** must be reported.

- Incidents outside of events only need reporting if they involve *FIRST* materials, game design, or rules.
- For trip/slip/fall injuries, include **photos of the location** when possible.

- Provide detailed information: injury description, immediate actions taken, and any follow-up care.
- Names can be omitted for privacy, but **location, date, and time** are required.

Reports are reviewed by *FIRST* staff and followed up as appropriate. Anonymous reports are accepted, but lack of contact information may limit follow-up.

Legal Obligations:

In the **U.S. and Canada**, individuals working with youth are legally required to report known or suspected child abuse or neglect.

- **U.S. Reporting Info:** Child Welfare Gateway
<https://www.childwelfare.gov>
- **Canada Reporting Info:** Canadian Child Welfare Research Portal
<https://cwrp.ca>

FIRST requires all U.S. and Canadian teams to comply with youth protection policies and expects similar standards internationally, in accordance with local laws.

What NOT to Report Here:

Issues related to **game play, rule changes, awards, or event management** (unless safety-related) should be sent to:
customerservice@firstinspires.org.

Tablet Reporting System:

To support privacy and paperless reporting:

- A **tablet** is provided in the Pit Administration road case.
- Keep it **secured and charged** at all times.
- The tablet provides access to the *FIRST* Reporting Portal.
- **PIN to unlock the tablet: 8326**

If a **paper form** is used:

- Enter the information into the tablet as soon as possible.
- Shred the paper (if shredder available) or place it in the **lockbox** for secure return to *FIRST* HQ.

Immediate Assistance:

Direct individuals to **Pit Administration** for urgent concerns. After resolution, please complete a report detailing:

- What happened

- How it was resolved
- Who resolved it

⚠ **Note:** Forms submitted online are reviewed frequently, but **not 24/7**.

Why Reporting Matters:

Even if an incident seems minor, reporting ensures:

- Proper documentation
- Witness accounts
- A record in case of future claims

Always err on the side of caution.

What to Say Publicly:

In conversations with injured parties, witnesses, spectators, or media:

“The incident is being investigated.”

DO NOT:

- Imply liability
- Promise payment
- Speculate on outcomes

Medical Incident Response Steps:

1. Notify EMTs/nurse and inform the Event Manager, Program Delivery Partner, or Volunteer Coordinator.
2. Respond to the scene with the **tablet** or, if needed, a **clipboard and paper form**.
3. Complete the **Medical Incident Report**.
4. Enter the report into the tablet.
5. Place any paper forms in the **lockbox** for return to *FIRST* HQ.

e) Youth Protection Program

FIRST strives to create an environment in which team members can grow, learn, and have fun with minimal risk of injury. *FIRST* will inform everyone involved in its programs of its Youth Protection Program (*FIRST* YPP) and related resources and provide assistance in meeting its standards.

You can find additional information about the *FIRST* Youth Protection Program, along with Youth Protection forms, on the *FIRST* website at: <http://www.FIRSTinspires.org/resource-library/youth-protection-policy>. Coaches and Mentors are expected to read the Youth Protection Program Guide or watch the training modules found on the [Youth Safety page](#).

III. The Event Begins

Attend the early morning staff meeting, eat breakfast, and sign out your radio at the Event Office. Be sure that your EMT is in place and make sure your volunteer staff knows where they are too. Review the registration process and be sure that your Pit Administration area is “showready”!

A. Early Pit Opening

At the event, 6 team reps (one must be an adult over 18 years of age) will be allowed to enter the Pit the evening before the event begins **or** early on the first morning of the event to drop off their robot and supplies. During this early entry period, there are limited rules on what teams are allowed to do. Refer to Section 14.4 in the [Game Manual](#).

B. Team Check-in Overview

- A team’s Lead Coach1 or Lead Coach 2 must check-in at Pit Administration, sign the registration list, and collect the team specific registration envelope including all important team/event documents and items.
- If applicable have teams form two lines (one for even team numbers, one for odd team numbers). Collect and verify the Team Roster and paper-copy Consent & Release forms (if applicable). Note the guidelines ([Section II, A](#)) for teams whose youth team members/parents completed this process electronically (online). If a team doesn’t have their forms prepared for their initial Regional event – see “Consent and Release Form Section” [II](#). “What if a team doesn’t have its roster or consent forms?”
- Button distribution to teams will only occur once the team’s roster and paper-copy Consent and Release forms (*if applicable*) are submitted at the event.
- Distribute 5 program books to each team upon registration.
- Upon completion, file registration forms in your event-specific folder with the file box.

C. Safety Awareness and Recognition program

Please refer to the [Team Safety Manual](#) if anyone has questions regarding the Safety Awareness Recognition Program.

D. End of Each Day

Approximately 15 minutes prior to the Pit closing, begin to make reminder announcements that the Pit is closing.

- Remind the teams to leave their team buttons in the Pit area so they do not get misplaced.
- The Event Manager will help clear the Pit along with other volunteers.
- Return your radio to the event office charging station and sign it in for the evening.

E. Match Lists

Distribute two qualifying match lists on each team’s Pit table. This list is computer-generated and match changes or team alliance switches cannot happen. Reserve enough extra copies for Queuers and judges. In addition, tape three Match Lists to the Pit Administration tables for visitors to reference.

F. Opening/Closing Ceremonies

Please be sure to reference the event schedule for start times and begin announcements 15 minutes prior to the scheduled start. During the Opening

Ceremonies, no power tools should be operating. A Pit Administration representative must remain behind to ensure that these rules are followed. Make similar announcements for the Closing Ceremonies (on the last day of the event) and encourage all teams to attend. No more than five team members may be in the pits during Ceremonies.

G. *FIRST* Impact Award Interview Times Process at Events

The following process must be followed for the *FIRST* Impact Award to ensure consistency across all events:

1. Pre-Event Scheduling

The Judge Advisor (JA) creates interview time slots for all eligible teams at the event. Teams are randomly assigned to time slots. The JA must ensure that a team's students' *FIRST* Leadership Award interview(s) and *FIRST* Impact Award (FIA) interview are not scheduled for the same time slot in the event that a team's *FIRST* Leadership Award nominee is also a *FIRST* Impact Award presenter.

2. Distribution of Interview Schedule

The Judge Advisor or Judge Advisor Assistant (JAA) provides the interview schedule to Pit Administration.

3. Announcement to Teams

Pit Administration announces that the interview times have been posted. Example announcement:

"The following teams have been assigned *FIRST* Impact Award interviews (list team numbers). Please come to Pit Administration to see your assigned interview time."

4. Team Review of Assigned Times

Teams may review their assigned interview time at Pit Administration. Teams should notify Pit Administration if they choose not to participate in the interview.

5. Time Slot Changes

Teams requesting a change to their interview time must first find another team willing to switch time slots. Both teams must report to Pit Administration together. Pit Administration may approve the change and must notify the JA or JAA of the updated schedule.

6. Post-Award Materials and Feedback

After the *FIRST* Impact Award winner has been determined, the JA or JAA returns all *FIRST* Impact Award materials to the teams. Feedback will be available on the team dashboard approximately 48 hours after the event and will also be emailed to Lead Coach 1 and Lead Coach 2. Teams may be directed to the [FIRST Impact Award Resources webpage](#) for instructions on accessing their feedback.

Additional Notes

- Video submissions for the *FIRST* Impact Award are optional and must be submitted in advance through the official submission portal.
- Flash drives are no longer accepted.
- Additional details can be found on the [Submitted Awards page](#).

H. **FIRST Leadership Award Interviews**

In-Person FIRST Leadership Award Interviews

Pit Administration will receive the *FIRST* Leadership Award interview schedule from the Judge Advisor (JA) or Judge Advisor Assistant (JAA). This schedule must be posted at the Pit Administration desk for Semi-Finalists to review. Confirm the interview room location with the Event Manager or Judge Advisor.

1. **Pre-Event Scheduling**

The Judge Advisor creates interview time slots for all eligible *FIRST* Leadership Award nominees at the event. Nominees are randomly assigned to time slots. The JA must ensure that a team's students' *FIRST* Leadership Award interview(s) and their *FIRST* Impact Award (FIA) interview are not scheduled in the same time slot in the event that a team's *FIRST* Leadership Award nominee is also a *FIRST* Impact Award presenter.

2. **Consent and Release Form Verification**

The Judge Advisor works with Pit Administration to ensure all *FIRST* Leadership Award nominees have a signed *FIRST* Consent and Release form on file.

- Pit Administration tracks submitted forms by reviewing both the team roster and paper-copy forms.
- Pit Administration notifies the JA if a nominee's form has not been submitted.
- The JA informs the team's mentor that the nominee will be ineligible to interview and will be disqualified from the *FIRST* Leadership Award if the form is not submitted prior to the scheduled interview.

3. **Announcement of Interview Times**

Pit Administration announces that the interview schedule has been posted. Example announcement:

"The following teams have been assigned FIRST Leadership Award interviews at this event (list team numbers). Please come to Pit Administration to see your assigned interview time."

4. **Nominee Review of Assigned Time Slots**

Nominees may review their assigned interview time at Pit Administration.

5. **Time Slot Changes**

Nominees requesting a change to their interview time must find another nominee willing to switch time slots. Both nominees must report to Pit Administration together. Pit Administration may approve the change and must notify the JA or JAA of the update.

6. **Interview Check-In**

When a nominee arrives for their interview, they will be presented with a *FIRST* Leadership Award Semi-Finalist button.

Additional Notes

- All nominees will receive a live, interactive interview with a minimum of two (2) judges.
- If a nominee cannot attend in person, the interview may be conducted by phone or video conference, provided at least two (2) adults are present and participating in the discussion.
- Interviews are not required to occur concurrently with the event and may take place prior to the event, as long as every nominee is interviewed and provided a fair opportunity for selection.

I. Lost and Found

When an attendee asks if an item was turned in at the Pit Administration table and it is not located, the attendee will complete a Lost & Found form.

- All fields on the form must be completed.
- The “Event Name” section must be the actual name of the event (e.g., Bayou Regional, Northern Lights Regional) and **not** “Regional” or “Event in Louisiana”.
- The more description provided in the “Identifying Features” section, the better the likelihood of resolved Lost and Found inquiries.

Completed Forms: During the Event

- Completed forms, containing personal identifiable information, will be provided back to you by the attendee.
- Place the form within the “Lost & Found – Pending” folder to hold, until you can review all turned-in items against the completed forms.

Completed Forms: After the Event

- **Returned Items:** Within the “Office Use Only” section, please circle “Yes” on the form.
- **Non-Returned Items:** Within the “Office Use Only” section, please circle “No” on the form.
- **Place ALL Forms:** In the lock box located within the pit administration road case. The forms will be sent to headquarters for processing.

Due to how long it takes road cases to return to headquarters, please leave any small lost items, such as: glasses, wallets, phones, keys, credit cards, IDs etc. with the venue, as they will be able to provide the items back to the attendee in a timely manner.



FIRST
FIRST® Robotics Competition
Lost & Found Form

Event Name: _____ Venue: _____ Team Number: _____

ONLY Your First Name: _____ Phone Number: (____) _____ - _____

- Item Lost: _____
- Identifying Features (color, size, etc.): _____

Office Use Only: This item was returned to the owner (please circle): Yes or No

Reminder: Place all Lost & Found Forms in the Lock Box at the end of the event

IV. Final Event Day

On the final day of the event, attend the early morning staff meeting, eat breakfast, and signout your radio at the Event Office.

A. Shipping to *FIRST* Championship

Teams can ship to *FIRST* Championship using the FedEx voucher or hand-carry their robot.

Teams that qualify for the 2026 *FIRST* Championships:

FIRST Headquarters will be contacting teams that have registered for the *FIRST* Championship directly via email asking them to indicate whether they will be hand-carrying/self-transporting their robot or shipping it to the event using the FedEx shipping voucher. Teams are asked to wait for electronic correspondence from *FIRST* regarding their shipping documents to the *FIRST* Championship drayage location if they indicate they will ship their robot. There will be no information packets/shipping documents provided to the teams at the Regional event. The teams may review the [Robot Transportation page](#) accessed through the Game and Season page for additional information while waiting for email correspondence.

Teams CAN NOT leave their robot crate at the venue, even if they have qualified to attend the *FIRST* Championship.

If questions arise about how a team should be using the FedEx shipping donation voucher, please visit the [Robot Transportation page](#) or contact Team Support via frclogistics@firstinspires.org the following Monday after the event.

B. Pit Administration Area Clean up

Start cleaning up during the Awards Ceremony:

- Pack any articles found in your event specific bin. Place all plastic bins in the rolling crate to be returned to *FIRST*. (If you find glasses, wallets, credit cards, keys, IDs or phones, please leave them at the venue).
- Throw away/recycle any of the site-specific team handout documents, such as team lists and pit maps.
- Neatly pack the remaining office supplies in the supply drawers for the next event.
- Package any remaining Safety Buttons for future use, as these buttons are not season-specific and may be utilized at future events.
- Please ensure you return the tablet, as well as its USB-C charging cable and USB wall charger to the Pit Administration file box.
- Once the Pit Administration area is packed up, help move Pit materials to the truck.
- Return your radio to the event office charging station and sign it back in.

V. FIRST Team Support Extended Event Hours

The *FIRST* Headquarters Team Support group will be available at 1-800-871-8326 during normal business hours Monday-Friday as well as from 12 p.m. (noon) until 5 p.m. ET on Saturdays and Sundays during the events season. Staffing will be limited, and we may be helping another Volunteer when you call. Please leave a complete message including your phone number, event name, and your question if your call goes to voicemail. If it concerns a specific team, please provide the team number. We will return your call as soon as possible. You can also contact your Event Staff for assistance. If necessary, they will contact us and relay the answer back to you. Team Support can also be reached via email at customerservice@firstinspires.org.

VI. Comments / Feedback

Thank you so very much for all your help throughout the season!

Without your valuable input, we cannot improve each year. Please give us your suggestions and comments on how we can make our events better, your job easier, and anything else you wish to include. You can complete this page, tear it off and send it back to *FIRST* HQ in your file box for review.

Thanks again!

Print Name: _____

Email Address: _____

2026 *FIRST* Robotics Competition Event: _____

Suggestions/Feedback: