

A man with a beard and glasses and a woman with red hair and safety glasses are working together on a robot in a pit area. The robot is a complex assembly of metal, plastic, and electronics. In the background, there are other robots and a large orange balloon with the number '5431' written on it. The scene is set in a well-lit workshop or competition area.

Pit Admin Training

2026 *FIRST* Robotics Competition Season



FIRST
ROBOTICS
COMPETITION

From all of us at *FIRST* Headquarters: --- THANK YOU!!!

THANK YOU so very much for helping with the Pit Administration Station! We sincerely appreciate your time and effort, and we hope this training will make things easier for you.

THANK YOU



Pit Administration Basics!

You are the cheerful information station! 🤖

Be welcoming, helpful, and ready to assist teams, guests, and volunteers.

- **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.
- **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, people may enter without safety glasses **only if they are not working on the robot or setting up the pit.**
- **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.)

Pit Administration Basics!

- **Staffing the Pit Admin Station:**
The station must be staffed **at all times**.
 - Coordinate breaks with volunteers to ensure coverage.
- **Lost & Found:**
Items such as keys, IDs, phones, wallets, glasses, and credit cards should be turned into the venue's **Lost and Found**.
- **Spare Parts and Machine Shop:**
Often located next to the Pit Admin. If not, confirm with event organizer the location so you know where to direct teams
- **Team Check-In Requirements:**
All teams must submit:
 - Their **Team Roster**
 - Any applicable **paper Consent & Release forms**
(See Section II for more details.)
- **FIRST Impact Award interviews**
- **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.

Season Reminders!!!

- ✓ Lost Items
- ✓ Drivers Meeting
- ✓ Woodie Flowers shirt
- ✓ FedEx shipping labels for Team Consent & Release forms
- ✓ Report a concern

Key Training Points

Team Rosters and Consent & Release Forms

Each youth team member and adult mentor participating at a *FIRST*[®] Robotics Competition regional or district event is required to complete the 2026 *FIRST*[®] Consent and Release form. The Consent and Release form should be submitted electronically via our Youth Registration portion of the Dashboard or via hard copy at each event the team attends.

Set up & Registration Packets

Regionals:

Unpack your rolling crate to access the materials needed to operate the Pit Administration Station. Within this crate, plastic bins marked specifically for your event will include the registration materials (envelopes, documents, and a Pit Administration packet) needed to stuff your team registration envelopes. Each rolling crate also contains brown boxes of team buttons, labeled by event.

NOTE: If a new team has registered for your regional event after the rolling crate has left *FIRST* Headquarters, you will need to prepare a new registration packet for the team (not listed on registration list). Please be sure to include all the necessary documents, team buttons (extras are available for this reason) and at the bottom of the registration list, write-in the team number and have the adult mentor sign when registering.

Key Training Points

Set up (continued)

Districts:

Depending on the District, the Event Manager or someone from the District leadership will provide you with the necessary materials to check in the teams. All [paperwork](#) for the Districts is provided by *FIRST* via a SharePoint site. It will be downloaded and shared with the Pit Admin.

Overview of 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 hotel room.

Report a Concern

[FIRST Reporting Portal](#) allows anyone to Report a Concern in one location. These concerns can range from the following three categories:

- 1) **Youth Protection Concerns:** These can encompass a wide variety of one-time or ongoing issues such as suspected abuse, bullying, harassment, discrimination, questionable behavior or comments by adult volunteers, conflicts among volunteers or issues that haven't been resolved by local leadership.
- 2) **Medical Incidents:** All physical injuries/illnesses, however, slight, taking place at a *FIRST* official event must be reported to *FIRST* Headquarters. Physical injuries/illnesses that take place during a team's activities, not at an event, need only be reported if the injury is related to *FIRST* game materials, *FIRST* game design, or *FIRST* rules. Names may be removed if privacy regulations require it.
- 3) **Other:** Issues related to **game play, rule changes, awards, or event management** (unless safety-related) should be sent to [Help Center](#) under "Events" and we will ensure that their report gets to the appropriate department to be addressed.

To ensure that we are complying with the [Privacy Policy](#) of *FIRST* and to go "paperless" Pit Administration road case will be supplied with a tablet, that will be secured to the Pit Administration station. The tablet will have access to the [FIRST Reporting Portal](#). Please be sure to keep the tablet secured and charged at all times for easy reporting. Please be sure to enter in the information into the tablet at your earliest convenience and put the paper form into the lock box. It will then be sent to *FIRST* HQ where it will be destroyed. Please work with the field to have the Wi-Fi password entered into the tablet.

The pin to open the Tablet is 8326

During the Event

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](#).

Team Check in

- A team's Lead Coach 1 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.

End of day

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

Opening/Closing Ceremonies

- Make a few announcements starting at 8:30 a.m. stating that the Opening Ceremony (usually on Friday) will begin shortly. During the 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 urge all teams to attend.

FIRST Impact Award Interview Times Process at Events

The following process for the *FIRST* Impact Award should be followed to ensure there is a consistent process between events:

- **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 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 nominee is also a *FIRST* Impact Award presenter.
- **Distribution of Interview Schedule**
The Judge Advisor or Judge Advisor Assistant (JAA) provides the interview schedule to Pit Administration.
- **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."
- **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.
- **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.
- **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.

***FIRST* Leadership Award Interviews**

In-Person *FIRST* Leadership Award Interviews

The following process for the *FIRST* Leadership Award should be followed to ensure there is a consistent process between all events:

- Pit Administration will receive the *FIRST* Leadership 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.
- **Pre-Event Scheduling**
The Judge Advisor creates interview time slots for all eligible *FIRST* Leadership nominees at the event. Nominees are randomly assigned to time slots. The JA must ensure that a team's students' *FIRST* Leadership 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 nominee is also a *FIRST* Impact Award presenter.
- **Consent and Release Form Verification**
The Judge Advisor works with Pit Administration to ensure all *FIRST* Leadership 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.
- **Announcement of Interview Times**
Pit Administration announces that the interview schedule has been posted. Example announcement:
"The following teams have been assigned FIRST Leadership interviews at this event (list team numbers). Please come to Pit Administration to see your assigned interview time."
- **Nominee Review of Assigned Time Slots**
Nominees may review their assigned interview time at Pit Administration.
- **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.
- **Interview Check-In**
When a nominee arrives for their interview, they will be presented with a *FIRST* Leadership Award Semi-Finalist button.

Final Day

Shipping to *FIRST* Championship (Regionals and Districts)

For the 2026 season, teams that qualified for *FIRST* Championship from either a Regional or their District Championship, can either ship to the *FIRST* Championship using the FedEx voucher or hand-carry their robot. *FIRST* HQ will contact teams directly.

End of Event:

- Start cleaning up during the Awards Ceremony.
- Place lost items forms in the file box and pack the found articles in your event-specific bin. Place all plastic bins in the rolling cart for return to *FIRST*.
- 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.
- Once the Pit Administration area is packed up, help move Pit materials to the truck.
- Secure tablets inside your road case.
- Return your radio to the event office charging station and sign it back in.

Need Additional Assistance?

- Please review the Pit Administration Supervisors' Guide for complete details on the items discussed in this presentation. You can also use the last page to fill out a feedback form and put back in your road case for us to review.
- Please tune in to the mandatory Pit Administration Supervisors' Call!

Questions before, during, or after your event:

- Please contact Team Support at 1-800-871-8326, ext. 0 or email customerservice@firstinspires.org. Our regular business hours are Monday-Friday from 8:30 a.m.-5:00 p.m. ET. We are also available on Saturdays and Sundays from 12:00 p.m.- 5:00 p.m. ET during the event season.

Thank you again for your assistance this season!
YOU help make our events successful!