



PRESENTED BY

BAE SYSTEMS

VOLUNTEER EVENT GUIDE

Updated 04.13.23

FIRST **ENERGIZE**SM

PRESENTED BY

Qualcomm



Welcome

Thank you for volunteering at the 2023 *FIRST*® Championship presented by BAE Systems. *FIRST* volunteers are a vital part of our global robotics community and support events around the globe annually, preparing young people for their future. *FIRST* competitions are exciting events that leave students with a sense of accomplishment and the understanding that they can do anything with their collective skills, leadership, and confidence. We are excited and grateful for you to be a part of our 2023 *FIRST* Championship experience!

Introduction to *FIRST* Championship

The 2023 *FIRST*® Championship will join thousands of students for the ultimate celebration of STEM (science, technology, engineering, and math) and innovation. This 2022-2023 season, *FIRST*® ENERGIZESM powered by Qualcomm, empowers *FIRST* teams around the world to collectively reimagine a path forward and invent the future of energy. It's time to go Full Speed Ahead. Join us as we celebrate a future that's built better together at *FIRST* Championship. Get ready to have fun and be part of something extraordinary! We cannot wait to see you!

Remembering our Gracious Professionalism

- ...Gracious professionalism is part of pursuing a meaningful life.” – Woodie Flowers
- A way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community.
 - Gracious professionals learn and compete like crazy but treat one another with respect and kindness in the process.
 - Teams and any Championship attendees are customers. Treat them all with Gracious Professionalism.

Contents

Welcome 2

Contents 2

Where to Find Information Prior to Arrival 3

Volunteer Registration and Badging 4

Volunteer Arrival & Parking 7

Venue Information 8

Where to Find Information Onsite 10

Events 12

Volunteer Food 13

FIRST Store 14

Volunteer Gratitude Walls..... 15



Gracious Professionalism Pins	15
Coach/Mentor Thank You Card Station.....	15
Reporting Medical Incidents and Youth Protection Concerns.....	15
Safety	15
Appendix A – Maps of the George R. Brown Convention Center	19
Appendix B - Volunteer Minimum Age Policy.....	22
Appendix C – Registration Process Screenshots	23

Where to Find Information Prior to Arrival

Championship App & Event Guides

For more information on Championship, download the [FIRST Championship App](#) for interactive maps, personalized schedules, activities, team info, volunteer info, alerts, and more.

- [Championship Event Guide](#)
- [FIRST Robotics Competition Event Guide](#)
- [FIRST Tech Challenge Event Guide](#)
- [FIRST LEGO League Challenge Event Guide](#)
- [FIRST LEGO League Explore Event Guide](#)

Volunteer Orientation Webinar

Thank you for attending the *FIRST* Championship Volunteer Orientation webinar on Tuesday April 11th, 2023 at 8pm ET. This webinar covered the following content: event building layouts, volunteer registration and badging, the volunteer café schedule, *FIRST* volunteer events & benefits, volunteer parking, and more. There will be time included at the end for questions.

Did you miss the Volunteer Orientation webinar? Please find links to the recording and slide deck below.

- Happened live on Tuesday April 11th, 2023, at 8 PM ET
- The slides from the presentation and the [recording](#) will be posted on the [Volunteer](#) page of the *FIRST* Championship website

Pre-Event Role-Specific Information - Volunteer Coordinators

Your volunteer coordinator is your go-to resource for anything related to your volunteer position. If you were assigned a volunteer role before the event, you should receive an email before the event from your volunteer coordinator with their contact information and details about your volunteer role. If you have completed the application to volunteer, you can message your volunteer coordinator before the event through your *FIRST* dashboard at <https://my.firstinspires.org/Dashboard/>

Under Pending Applications in the Volunteer Registration tab in your *FIRST* dashboard, find the Role Options button and select “Message Coordinator” from the drop-down menu. This option is also available under your Assigned Event Roles. (See screenshots below.)

For FRC only, you can email firstchampionshipvolunteer@firstinspires.org.



PRESENTED BY **BAE SYSTEMS**

The dashboard shows a user logged in as Jane Smith. The main navigation bar includes links for Programs, Community, Ways to Help, and About. The dashboard is divided into four main sections: MY TEAMS, PARENT/GUARDIAN - YOUTH, VOLUNTEER REGISTRATION (highlighted), and MY CLASS/SCHOOL PACK ACCOUNT. Under VOLUNTEER REGISTRATION, there are buttons for EVENT VOLUNTEERING, WORK WITH A TEAM, GIVE TO FIRST MISSION, and LOG VOLUNTEER HOURS. A section for Pending Applications shows details for the NE District Southern NH Event, including status (PENDING), role (Control System Advisor), days assigned, setup date, event start/end, location (Bedford High School), and a map. A red box highlights the ROLE OPTIONS dropdown menu, which includes Withdraw Application, Edit Application, and Message Coordinator.

The dashboard shows a user logged in as Jane Smith. The main navigation bar includes links for Programs, Community, Ways to Help, and About. The dashboard is divided into four main sections: MY TEAMS, PARENT/GUARDIAN - YOUTH, VOLUNTEER REGISTRATION (highlighted), and MY CLASS/SCHOOL PACK ACCOUNT. Under VOLUNTEER REGISTRATION, there are buttons for EVENT VOLUNTEERING, WORK WITH A TEAM, GIVE TO FIRST MISSION, and LOG VOLUNTEER HOURS. A section for Pending Applications shows details for the Local Event - FIRST LEGO League, including status (PENDING), role (Field Resetter, Field Manager, Floater, Floater), days assigned, setup date, event start/end, location (McCollough-Unis School), and a map. A red box highlights the ROLE OPTIONS dropdown menu, which includes Withdraw Application, Edit Application, and Message Coordinator. A red arrow points from the dropdown menu to the text below.

Volunteer Registration and Badging

Check-in

Volunteers must go to the Volunteer Registration desk on Level One (see map in *FIRST* Championship Volunteer Orientation) to get their name badge when they first arrive at the event. Volunteers over the age of 16 who were not assigned roles before the event can sign up as walk-on volunteers at the Information Booth near the Registration Desk.

FIRST requires every Championship attendee to be registered and badged, including adult team mentors, youth team members, parents, family members, chaperones, etc. who are participating in the event. Attendee registration grants access to participant-only activities and increases the security of the event.

Name Badging

If you were assigned before the event, you should have received an email to RSVP for the event and register with *FIRST* Championship Registration. Completing this registration includes confirming the days you will be volunteering, submitting



any special dietary needs, and giving your T-shirt size. If you registered with *FIRST* Championship Registration, please take the following steps:

- Print your personalized barcode found in the confirmation email from *FIRST* Championship Registration and bring it with you or pull up the email on your smartphone to be scanned.
- Bring a form of photo identification.
- Scan the barcode and staff will prepare your badge at the Volunteer Registration desk.
- If you are under the age of 16, bring the responsible adult who will be monitoring you to the Volunteer Registration desk when picking up your name badge.

If you did not register with *FIRST* Championship Registration before arriving but have been assigned to a volunteer position:

- Bring a form of photo identification.
- Print your assignment email or be able to pull it up on a smartphone.
- Register and confirm your information with staff onsite at the Volunteer Registration desk to receive your name badge.

If you have not received an email from *FIRST* Championship registration but have been assigned to a volunteer position, please email volunteer@firstinspires.org to receive the registration email.

Volunteer Registration Hours

Central Registration Hours – GRB Level One

Date:	Open:	Close:
Tuesday, April 18, 2023	7:00 AM	6:00 PM
Wednesday, April 19, 2023	6:00 AM	8:00 PM
Thursday, April 20, 2023	7:00 AM	6:00 PM
Friday, April 21, 2023	7:00 AM	6:00 PM
Saturday, April 22, 2023	7:00 AM	2:00 PM

Teams can also register at their Pit Admin locations during specific satellite registration hours. FTC volunteers may register with their teams for their volunteer roles during the FTC satellite registration hours. FLL Challenge Volunteers may check in from 3:30-4:30 PM during their satellite registration hours. All other program volunteers should register at the main registration desk. The Central Registration desk will have a designated line for volunteers on the right when looking at registration.

Satellite Registration Hours

Date:	Satellite Area:	Open:	Close:
Tuesday, April 18, 2023	FIRST Tech Challenge	12:00 PM (for volunteers) 3:30 PM (for teams)	6:30 PM
Wednesday, April 19, 2023	FIRST Tech Challenge	7:00 AM	12:00 PM



Wednesday, April 19, 2023	FIRST Robotics Competition	8:00 AM (teams only)	7:00 PM
Wednesday, April 19, 2023	FIRST Lego League Challenge	11:00 AM (for teams) 3:30 PM (for volunteers)	4:30 PM

Event Registration Categories

For those who have attended Championship before, you will notice a few changes to the layout and our registration categories. To accommodate the increased number of teams, the Hospitality Center on Level Two is now the Innovation Faire. There is no longer a large Hospitality Center. We also no longer have a broad registration category for Special Invited Guests or VIPs with an associated hospitality lounge. Instead, each of our primary stakeholder groups (i.e. sponsors, volunteers, staff, etc.) will receive similar amenities such as dedicated spaces to relax with food and beverage offerings.

As our largest (and most important) stakeholder group, volunteers will continue to gather at Volunteer Central where we will have the most robust food offerings as well as fun prizes, raffles, and giveaways!

Consent and Release Forms

All volunteers must complete a current season *FIRST* Consent and Release form.

Walk-On Volunteers

Walk-on volunteers must be 16 years or older. QR Codes will be available for you to scan to complete a form with your availability and area(s) of interest. Once the form is completed, there will be a wait time to receive your assignment, so please be patient. A Volunteer Coordinator will contact you by phone call or text (international numbers will be contacted by email) with assignment details. Once you are assigned a volunteer role, the central registration desk will assist you in upgrading your credentials to 'volunteer.' People interested in the Student Ambassador role should not complete this process and should visit the Student Ambassador booth across from Central Registration.

Attire

Please dress in comfortable, appropriate attire that will allow you to carry out your volunteer role safely. Closed-toe shoes are required. We suggest choosing supportive footwear. You will be provided with a volunteer shirt and name badge to wear during your shift. Keep your name badge with you throughout the event as it is required to enter certain areas. Teams may be decked out in team uniforms or other fun attire to show their spirit. Volunteers are welcome to join in the fun and bring a silly hat or other fun accessories. Keep safety in mind and avoid dangling or loose items. All attire should reflect Gracious Professionalism.

Safety Glasses

Safety Glasses are required in some areas of the venue and for some volunteer roles. *FIRST* Robotics Competition and *FIRST* Tech Challenge programs require that everyone wear safety glasses in the pit and field areas. It is recommended that you bring your own safety glasses or protective side shields for prescription glasses to ensure fit, cleanliness, and ability to move freely throughout the venue.



For up-to-date safety information for *FIRST* Robotics Competition and *FIRST* Tech Challenge:
<https://www.firstinspires.org/resource-library/frc/safety-manual>

Tiara Friday

Many volunteers and team members wear tiaras on Friday. Feel free to bring your tiara and take part in a *FIRST* Championship tradition!

Suspenders Saturday

Many volunteer and team members wear suspenders or tutus on Saturday. Feel free to bring your own and take part in a *FIRST* Championship tradition!

Volunteer Arrival & Parking

Early Entrance

The Hilton Skybridge on Level Three opens at 5:30 AM. The Marriott Skybridge and street entrances to GRB open at 6:00 AM.

Volunteer Parking

The GRB Convention Center has limited Volunteer parking available for 2023 due to construction. The Volunteer parking is located at the GRB Convention Center loading dock off Chartres. Drivers should enter the loading dock gates by taking a left into the open gate across from Walker St. off Chartres. A map of the parking lot for volunteers will be available in the *FIRST* Championship Volunteer Orientation presentation and in the posted slides which will be available on the Volunteer page of the Championship website.

Volunteer Parking passes will be emailed to volunteers by Volunteer Coordinators. **Parking is first come, first served.**

Please note the following:

- From Monday to Saturday of Championship week the lot will be open from 5:30 AM and close at 10 PM.
- Overnight parking is not permitted.
- There is no code to enter the lot.
- There is no security. The lot is not connected to the GRB convention center. After parking, you will enter the Convention Center through a street or skybridge entrance.
- Park at your own risk.
- Your Volunteer Coordinator will email you a parking pass which is required to access the lot. Please print it in advance and make sure it is visible on your car's dashboard.
- Free parking options are limited. This lot's availability is first come, first served. Parking may fill up quickly in the morning.
- You may park in any available open spot in the lot.
- This lot is utilized by events staff and volunteers.
- Other than parking permission the pass is also important so that volunteers can circumvent the lanes being utilized by teams for the load in and load.
- Do not park along the loading docks.



- Do not park trailers in the Volunteer Parking lot, this takes additional parking spaces away from other volunteers. Trailers are NOT permitted in this lot.
- Buses are not permitted in this parking lot.
- Information on these additional paid parking options will also be provided on <https://www.firstchampionship.org> closer to the event.

Alternate parking is available in other locations around the GRB and in the downtown area. Here are a few options should the lot be full. Prices are subject to change. More information on the [Houston Downtown parking webpage](#).

- Toyota Tundra Garage \$10/day
- 111 San Jacinto St \$18/day
- Houston Center Garage One \$25/day
- Avenida Central Garage (Discovery Green) \$25/day
- 4 Houston Center East Garage \$22/day
- Four Seasons Hotel Garage \$25/day
- 5 Houston Center Garage \$25/day
- Avenida South Garage \$32/day

Venue Information

Campus Locations

The *FIRST* Championship Event is a multiple point campus, which will include four venues/spaces:

George R Brown Convention Center

FIRST LEGO League Explore World Festival Expo, *FIRST* LEGO League Challenge World Festival, *FIRST* Tech Challenge World Championship, *FIRST* Robotics Competition Championship, *FIRST* Championship Conferences, the *FIRST* Store and select VIP events, which will feature the Innovation Faire including Scholarship Row.

The George R. Brown Convention Center is located on Avenida de las Americas. Visit the venue site here:

<http://www.grbhouston.com/>

Discovery Green

FIRST Championship Welcome Party presented by Phillips 66 and Two Sigma

The Marriott Marquis Hotel

A range of meetings and events

The Hilton America's Hotel

A range of meetings and events

All of this will contribute to the overall event goal of making a unique, transformative experience for all teams, sponsors, volunteers, and supporters of *FIRST* in a fun and safe environment in the city of Houston.

Quiet Room

For those participants who need a quiet space to de-stress and take a break in GRB, Level Three, 382 C.

Prayer Rooms

PRESENTED BY **BAE SYSTEMS**

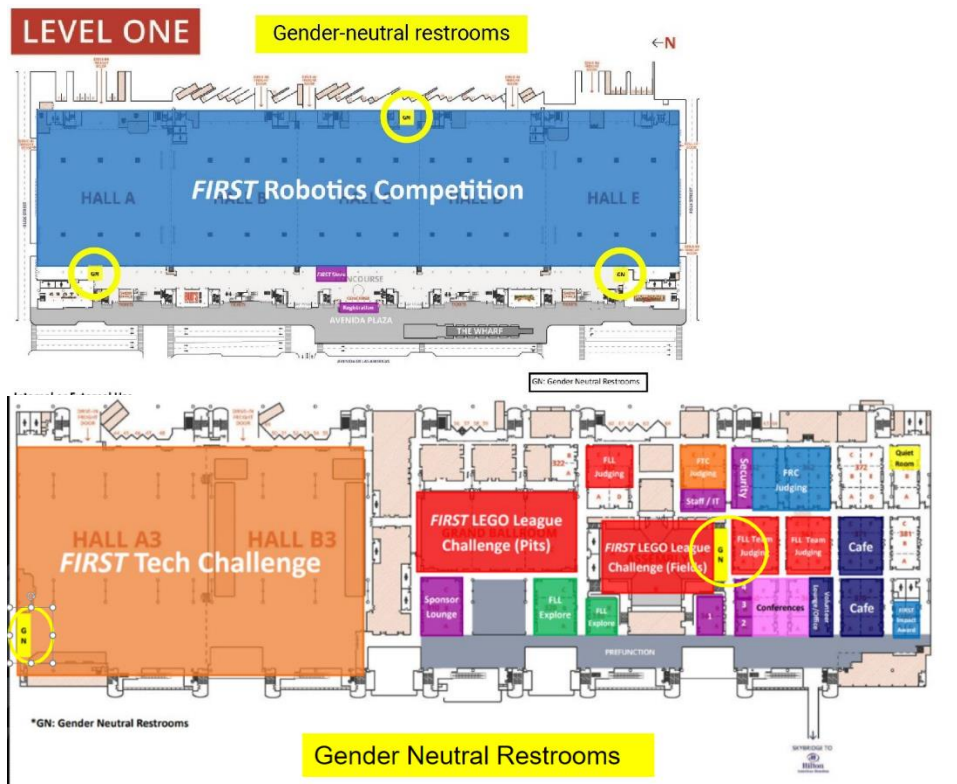
There will be two prayer rooms available for anyone wishing to observe religious practice onsite during event hours. Prayer rooms are located on Level Two of the Marriott Marquis Houston in Montgomery rooms A&B. The Marriott Marquis Houston is attached to the George R. Brown Convention Center and can be accessed from the Level Two skybridge located north of Mezzanine A.

Rules Inside All Venues

- Volunteers must follow the *FIRST* Code of Conduct. Persons who do not comply with this Code of Conduct may be barred from participating in *FIRST* activities or events.
- Please follow the Health & Safety guidelines listed in the main Championship Guide (coming soon)
- You are not allowed to volunteer while taking care of a child. If you are attending the event with children, please have another responsible adult watch any children in your care while you volunteer.
- Have FUN!

Restrooms

Gender-neutral accommodation are available on Level One and Level Three. These are also family/companion care restrooms.





Lost and Found

Items for lost and found will be logged in at the information desk located near registration for the duration of that day. At the end of the day, the items will be delivered to building security where they will remain through the event. At the end of the event and for up to 30 days post event, please call the facility directly for missing items.

George R. Brown Convention Center

800-427-4697

GRBinfo@houstonfirst.com

Items lost under the bleachers: Items of extreme importance such as medication, a purse or wallet, please note where you were sitting and check in at pit administration. Pit Administration will then contact security to retrieve your lost item. For all other items, security will make periodic sweeps and deliver found items to the Lost and Found at the information desk where you can then retrieve your items.

Under no circumstances should anyone but security go under the bleachers.

Where to Find Information Onsite

If you have any questions or need information at the event, the following resources are available to assist you.

Information Desk

The Information Desk is located near Registration on Level One and can answer volunteer, event, and city questions. This is also where Lost & Found is located. If your volunteer specific questions cannot be answered by the Information Desk, please come to Volunteer Central. For program-specific information, please go to Pit Administration for that program.

Volunteer Central (Rooms 360 D-E and 370)

Stop by Volunteer Central, your one-stop shop for all things volunteer! We will have answers to any questions you have about your volunteer experience. Pick up free volunteer swag, buttons, stickers, pins, and more! On your way to the Volunteer Café for your meal, make sure to take a spin on our prize wheel or enter our Championship Volunteer raffle for a chance to win a prize! (Must be 18 years or older to enter raffle due to data privacy policies). *QR Code available onsite.*

Volunteer Central is located on Level Three of the George R. Brown Convention Center in Rooms 360 E-F and 370.

- Volunteer Office: Room 360 E
- Volunteer Lounge: Room 360 D
- Volunteer Café: Room 370
- Overflow Volunteer Café Seating: Room 371



On-Site Program Points of Contact - Pit Administration

For program-specific questions, please see the “Pit Admin” desk, located in each program area. They are your best source of information about each program, such as schedule or specific volunteer role questions. Pit Admin desks can be found in each program area (locations below). Your volunteer coordinator might also give you an additional point of contact for questions during the event.

FIRST Robotics Competition

- Pit Admins: Level One, Halls A and E
 - Hall A Pit Admin Area and Divisions:
 - Archimedes
 - Curie
 - Daly
 - Galileo
 - Hall E Pit Admin Area and Divisions:



- Hopper
- Johnson
- Milstein
- Newton
- Additional Points of Contact: Ask your Volunteer Coordinator who is your go-to-contact (Point Person) throughout the event. They will manage your breaks. They will be in teal shirts in the pit and field areas.

FIRST Tech Challenge

- Pit Admin: Level Three, Hall 3A
- Vince Frascella vfrascella@firstpartners.org

FIRST LEGO League Challenge

- Pit Admin: Level Three, Grand Ballroom

FIRST LEGO League Explore

- Pit Admin: Level Three, Room 320 A
- Megan Carroll and Charlie Gibson (313) 618-2166

Events

Block Party at Discovery Green

Wednesday, April 19, 2023 – Friday, April 21, 2023

The *FIRST* Championship Discovery Green Block Party is the outside extension of our campus. A variety of activities will be available throughout the week such as giant family and lawn games, dance party and movies in the park. Discovery Green is directly across from the George R. Brown Convention Center. A detailed schedule of activities will be available in [the app](#).

FIRST Championship Conferences

The *FIRST* Championship Conference will be held Wednesday-Friday. The conference includes sessions and workshops on topics of interest to all members of the *FIRST* community in the following conference tracks: Discovery, Innovation, Impact, Inclusion, Teamwork. Sessions are either 20 or 50 minutes in length and will be held in rooms 350 DE, 350 F, 360 AB, and 360 CF on Level Three of the convention center. Over 65 conferences are happening and a full list of conferences will be available in [the app](#).

Innovation Faire Night

Thursday, April 20, 2023, 5:30-8:30 PM



Along with *FIRST* Leadership, Staff, and Sponsors, Championship Volunteers are invited to a special Innovation Faire Night. You will have an opportunity to explore the Innovation Faire while enjoying light snacks and appetizers. The Innovation Faire is located on the mezzanine Level Two of the convention center.

Volunteer Appreciation Celebration

Saturday, April 22, 2023, 1:30 PM

FIRST will be hosting a Volunteer Appreciation Celebration in the Volunteer Café for Championship Event Volunteers. Sit back, relax, and watch the Championship Finale from the comfort of the Volunteer Café while you enjoy a snack and celebrate the conclusion of your hard work at another successful Championship. The Volunteer Appreciation Celebration will kick off with the Championship Finale festivities at 1:30 PM and is expected to end in the early evening.

Volunteer Food

When you registered for Championship, you registered for the meals you planned to eat in the Volunteer Café. You are welcome to eat on the days you are volunteering. To accommodate our record-breaking numbers of volunteers in 2023, we ask for your *Gracious Professionalism* and eat elsewhere on days you are not volunteering. *FIRST* is charged for each meal that a volunteer registers for regardless of whether you come to the Café for that meal. Therefore, **it is incredibly important to only register for those meals you plan to eat on the days you volunteer**. We understand schedules and plans change. We want to remind you that you can go back into your event registration and change your meal selections up to the day before the meal. Meal numbers are pulled from the system each day. Thank you for working with us to ensure we keep costs down and food waste to a minimum.

The Volunteer Café is in Room 370. Additional seating will be in Room 371 as well as the prefunction space at the front of the main hallway. Meals are provided to volunteers on the day of their shift. Meals will be served in Dine-In or in Grab-N-Go containers. You are welcome to sit and eat in the Volunteer café, sit in the overflow seating Room 371, sit in the prefunction hallway space, or take your meal elsewhere. During lunch, outdoor seating is available for volunteers on Balcony D. To access Balcony D, go down the escalator to Level Two as you leave Volunteer Central and Balcony D is directly adjacent to where you depart the escalator.

Volunteer Café Hours

Hours for the Volunteer Café are as follows:

Date	Monday, April 17, 2023	Tuesday, April 18, 2023	Wednesday, April 19, 2023	Thursday, April 20, 2023	Friday, April 21, 2023	Saturday, April 22, 2023
Breakfast	Café Closed	6:00 – 9:00 AM	6:00 – 9:00 AM	6:00 – 9:00 AM	6:00 – 9:00 AM	6:00 – 9:00 AM
Lunch	11:00 AM – 2:00 PM	11:00 AM – 2:00 PM	11:00 AM – 2:00 PM	11:00 AM – 2:00 PM	11:00 AM – 2:00 PM	11:00 AM – 2:00 PM
Dinner	Café Closed	5:00 – 8:00 PM	5:00 – 8:00 PM	Café Closed; Innovation	Café Closed	Café Closed; Volunteer Appreciation



PRESENTED BY **BAE SYSTEMS**

				Faire 5:30-8:30 PM		Celebration 1:30 – 5 PM *working volunteers will eat in their areas
--	--	--	--	--------------------	--	--

Snacks

In addition to the main meals in the Volunteer Café snacks will be delivered to Pit Admins twice a day. Around 9:00 AM and 2:00 PM Tuesday through Saturday snacks will be distributed to Pit Admins and from there be available to volunteers. FLL will not receive snacks to their Pit Admin on Saturday because they will be in the Ballroom. In addition to the snack distribution to Pit Admins, snacks will also be placed out for volunteers to come and rest and have a snack in the Volunteer Café. Snacks will be refreshed in the Volunteer Café around the same times, around 9:00 AM and 2:00 PM Tuesday through Saturday.

Special Dietary Needs

Register your dietary preferences in the *FIRST* Championship registration system when you RSVP for the event. Special dietary needs categories include vegetarian, vegan, gluten-free, kosher or halal, and more. We order special dietary meals based on the number of responses in the *FIRST* Championship registration system, so be sure to get your request in early. You can double check which type of meals you requested online in the *FIRST* Championship registration system. While we will make every effort to accommodate special dietary needs, we may not always be able to guarantee your request. *It is best to have your requests in prior to April 11, 2023 in order to place our food order.*

Please note the following:

- There will be a table in the Volunteer Café marked as the Special Dietary Needs table. Please see this table for allergen-free food and other special dietary options.
- Food items will be marked with allergen and other ingredient info when available.
- If you have questions about ingredients or where to find various food options, please see the Volunteer Café Representative at the Special Dietary Needs table.
- Kosher and halal meals are not kept on the Special Dietary Needs table, so please speak to the Volunteer Café representative to receive your meal.
- If you did not register your request in advance, we may not be able to accommodate your request.

Be sure to let a *FIRST* Volunteer Central staff member know if you cannot find what you need! We are here to help!

Volunteer Café Menu - coming soon

Menus for the Volunteer Café will be displayed outside the entrance to the Volunteer Café.

FIRST Store

The *FIRST* Store is your on-site source for merchandise made exclusively for the *FIRST* #STEMsquad, including limited edition *FIRST* Championship must-haves. Get your *FIRST* gear now, including exclusive and custom volunteer gear! The *FIRST* Store is located on site at Level One, outside Hall C.

FIRSTCHAMPIONSHIP.ORG



Hours of Operation

Wednesday, April 19, 2023	6:00am – 6:00pm
Thursday, April 20, 2023	6:00am – 6:00pm
Friday, April 21, 2023	6:00am – 6:00pm
Saturday, April 22, 2023	6:30am – After Closing Ceremonies

Volunteer Gratitude Walls

Located in each of the *FIRST* program areas, the Volunteer Gratitude Walls are large boards on which teams and parents can leave messages thanking volunteers. Have a look to see the amazing impact you have on the *FIRST* community!

Gracious Professionalism Pins

To help promote and recognize Gracious Professionalism at all levels, volunteers at the *FIRST* Championship will be able to give out special edition pins to individuals they see expressing Gracious Professionalism. These pins will be available for volunteers to pick up from Volunteer Central, with instructions included.

Coach/Mentor Thank You Card Station

There will be a table located near the Innovation Faire on Level Two with supplies to make thank you cards for coach/mentors. Anyone can make a card and bring it with them to give to a coach/mentor!

Reporting Medical Incidents and Youth Protection Concerns

If you need to report to a Youth Protection concern that is not an emergency you can report these concerns using the [FIRST Reporting Portal](#) or go to the nearest Pit Admin. The *FIRST* Reporting Portal can be used for any issue related to volunteering, the venue, Code of Conduct, Youth Protection, or other non-emergent safety issues. Please do not use this online form to report an urgent safety issue; follow the Emergency Procedure guidance below.

If internet access is an issue, you can request a handout with a QR code link to the Reporting Portal from Pit Admin or report a concern to Youth Protection at (603) 206-2050 or safetyfirst@firstinspires.org.

Please refer to the [FIRST Youth Protection Program Guide](#) for more information.

Safety

All children under the age of 12 must always be accompanied by an adult while in the Pit area.

Be aware of apparel and hair safety issues while working on your robot. Sandals, open-toed shoes, and Crocs are not allowed in the Pits, fields, or other teamwork areas. Wear relaxed, fun and appropriate clothing; remember, you represent your team and *FIRST*. Body paint in lieu of clothes, bathing suits and other revealing clothes are not appropriate.



Emergency Procedures

For urgent situations, report instantly to the nearest pit admin, *FIRST* staff member, or Volunteer Coordinator. There are medics and security onsite in the venue. They can be radioed by pit admin or staff for immediate assistance.

If the building is being evacuated, please exit the building as directed.

When there is risk of major harm:

- Medical – tell pit admin, VC (Volunteer Coordinator), staff –they will radio the EMT's /Medic onsite
- Safety issue – go to closest pit admin or event staff – they will know who to contact

You can read further details on *FIRST* Emergency procedures in this [Emergency Response Document](#).

Health Guidelines

[CDC \(Centers for Disease Control\) guidelines](#) encourage the following preventative actions, which are also applicable to preventing the spread of many viruses:

- Stay home if feeling unwell, developing a cough, or running a fever (Call or message your Volunteer Coordinator if you need to stay home)
- Practice hand hygiene, including frequent hand washing, use of hand sanitizer, and avoiding touching eyes, nose, and mouth (there will be hand sanitizer available throughout the venue)
- Practice respiratory etiquette, including covering cough and sneezes with a tissue, and then disposing of the tissue in the trash
- Clean frequently touched surface and objects daily (including tablets and cell phones)
- Perform self-monitoring, and seek medical care immediately if feeling unwell (You can see a medic available onsite at the event)

COVID Protocol Requirements - Health Safety Guidelines

- Practice Social Distance, when possible
- Vaccination is strongly recommended, but not required
- If you become ill, please stay in your hotel room/lodging and contact your Volunteer Coordinator.

Safety Equipment

- Bring your own safety glasses and enough masks for the duration of the event. Masks/face coverings are not required but are recommended.

Safety Outside the Venue

- Do not wear your badge outside the venue.
- Be aware of your surroundings.
- Always walk in groups.
- Use main streets and boulevards.
- Whenever possible, avoid walking downtown at night. If you cannot avoid walking downtown at night, pay attention, walk in a group, and get where you are going as fast as possible.

Security

Be sure to keep valuable items with you always. *FIRST* and the George R. Brown Convention Center do not guarantee



security of personal items. We strongly recommend that you do not leave behind valuable items at any time, such as personal computers, cellphones, cameras, etc. You can report any lost items to the Event Information Desk (see Lost and Found).

Remember, the event is open to the public. Please take proper security measures to protect your valuable items.

Prohibited Items

- Abusive, foul, or disruptive language
- Aerosol containers of any kind
- Animals (except service animals to aid guests with disabilities)
- Coolers*
- Fighting, taunting, threatening remarks, gestures, or harassment of any kind
- Fireworks, firearms, and weapons of any kind (including parking lots)
- Glass containers of any kind
- Illegal substances, drugs, and drug paraphernalia
- Knives of any length except pocketknives no longer than 4"
- Laser Pointers
- Noisemakers (musical instruments, bullhorns, air horns, whistles, etc.)
- Outside Alcohol/Flasks
- Outside food or beverages*
- Smoking or the use of vapor (or similar) devices
- Throwing objects
- Trespassing, soliciting, peddling, and loitering
- Unauthorized/unlicensed vendors are not allowed.
- No unauthorized solicitation and materials including handbills, flyers, stickers, giveaways, samples, etc.
- Unmanned Aircraft Systems & Radio-Controlled Model Aircraft/Drones
- Any other item or action deemed dangerous or inappropriate.

Event security reserves the right to deem any other item inappropriate. No prohibited item will be accepted at the entry gates for safekeeping.

*Exceptions will be made for those with medical requirements and/or special needs. Individuals with these special needs should contact a security person at their entry gate for special attention.

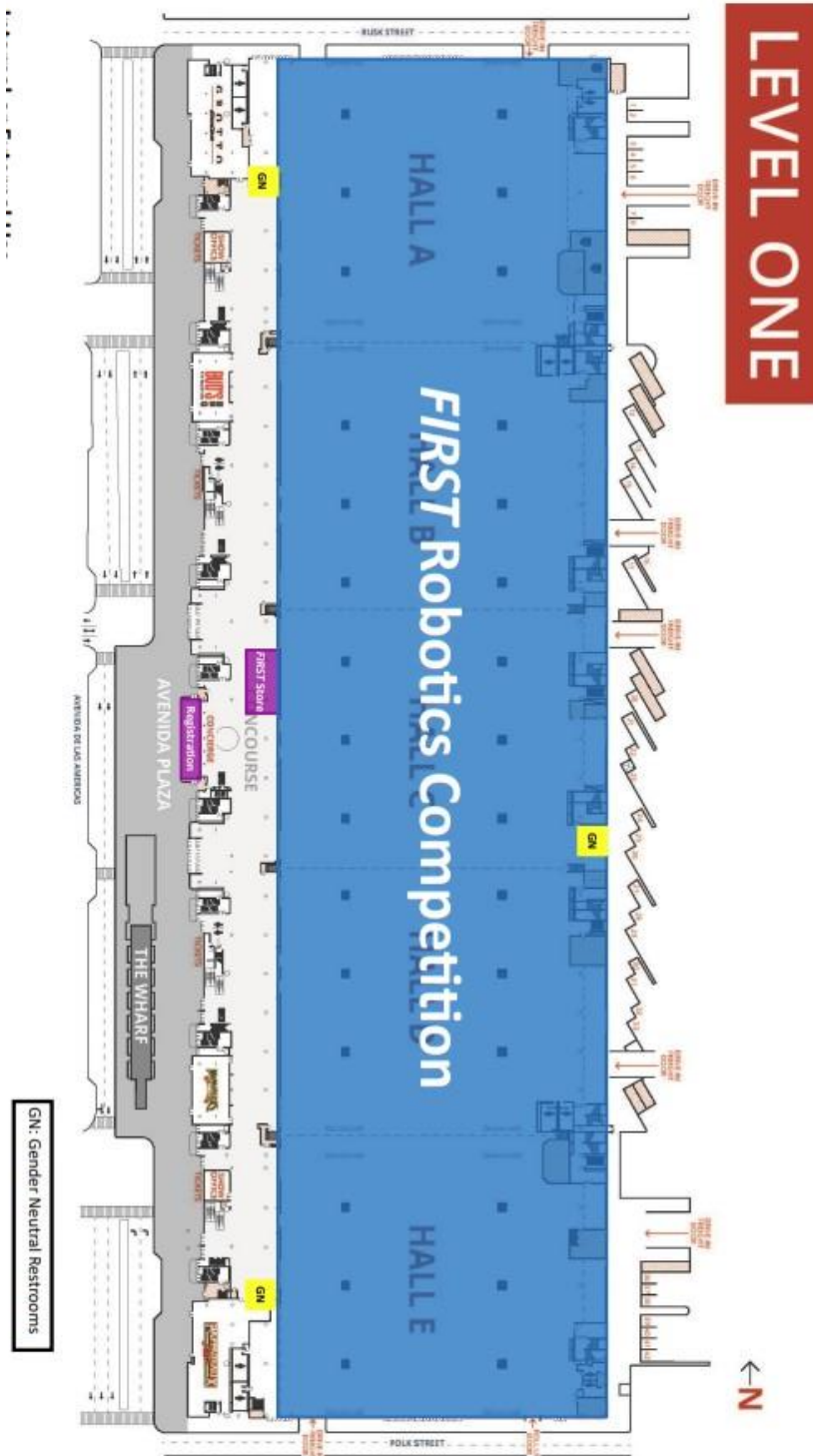


Thank you for volunteering! If you have additional questions before the event, please reach out to your Volunteer Coordinator or email us at volunteer@firstinspires.org. See you soon!



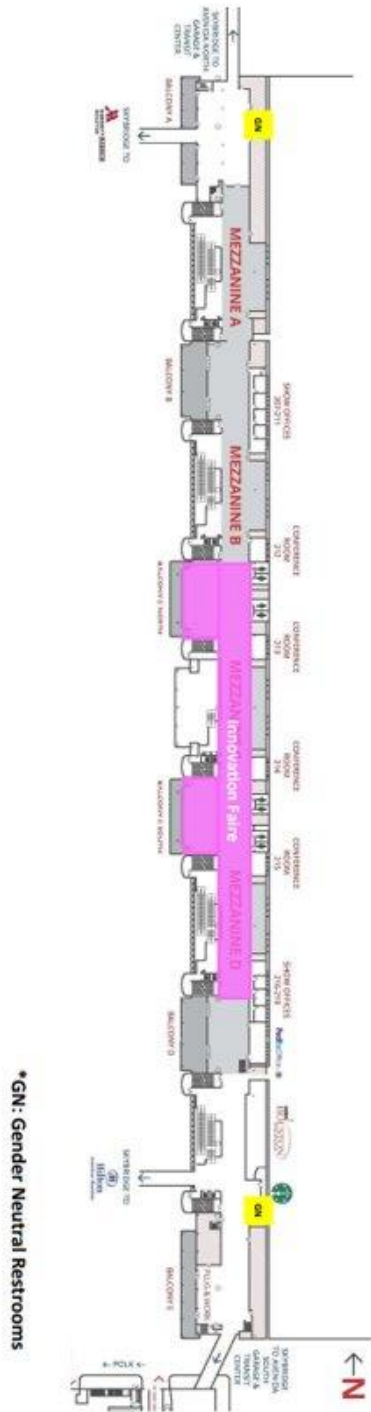
Appendix A – Maps of the George R. Brown Convention Center

Level One



FIRST CHAMPIONSHIP 2023

PRESENTED BY **BAE SYSTEMS**



Level Two

PRESENTED BY **BAE SYSTEMS**





Appendix B - Volunteer Minimum Age Policy

FIRST Championship Volunteer Minimum Age Policy

Due to the size and scope of the *FIRST* Championship events, the following special guidelines address *FIRST* Championship volunteer minimum age restrictions. The minimum age to volunteer at *FIRST* Championship is 16 except for the specific exceptions listed below by the program.

Youth between the ages of 13 and 15 that wish to volunteer for one of the roles listed below must register and be approved through the Volunteer Registration system prior to the event and be accompanied by a responsible adult.

- *FIRST* Robotics Competition
 - May accept volunteers 14+ to be Student Ambassadors
- *FIRST* Tech Challenge
 - May accept volunteers 14+ to be Student Ambassadors
 - May accept volunteers 13+ for the following volunteer roles:
 - Queuer
 - Field Reset
 - Safety Attendant
 - Pit Runner
- *FIRST* LEGO League Challenge
 - May accept volunteers 15+ for the following volunteer roles:
 - Practice Table Assistants
 - Pit Runners
 - Team Queuer
 - Floater
 - Ceremony Assistant
 - Activities Assistant
- *FIRST* LEGO League Explore
 - May accept volunteers 15+ for the following volunteer roles:
 - Team Queuer
 - Activities Assistant

This is the registration process for 13-15-year-old volunteers to volunteer at *FIRST* Championship:

- For the safety of our youth volunteers at Championship, **all volunteers age 13-15 must register in advance in our Volunteer Registration system and be accompanied by an adult.** Walk-on volunteers must be 16 years or older.
- Apply in the Volunteer Registration system for one of the roles listed above and complete consent and release forms
- When applying for a role in Volunteer Registration, name the responsible adult that will be assigned to monitor and accompany the youth volunteer in the comments section
 - A responsible adult is defined as either a parent or legal guardian or someone 21+ who has written permission from the parent/guardian to act as substitute guardian
 - A team mentor or coach may also serve as a responsible adult
- On-site at *FIRST* Championship:
 - 13-15-year-old volunteers must be accompanied by their responsible adult when they check-in at the Volunteer Registration desk and both must provide ID.
 - The responsible adult is responsible for accompanying and monitoring the youth volunteer while they are volunteering on-site at *FIRST* Championship. The responsible adult may accompany the youth as a volunteer in the same area or monitor the volunteering youth from nearby as a non-volunteer.



Appendix C – Registration Process Screenshots

Sample email invitation from *FIRST* to register as a volunteer.

APRIL 19-22

HOUSTON, TX

Invitation

Dear Test Volunteer Test 01/03,

Please join us for the 2023 *FIRST*[®] Championship, April 19-22, 2023.

FIRST[®] Championship is the culmination of the season's *FIRST*[®] programs - *FIRST*[®] LEGO[®] League, *FIRST*[®] Tech Challenge and *FIRST*[®] Robotics Competition, bringing together students for the ultimate celebration of innovation and STEM.

In an effort to provide exceptional customer service to our attendees, we are utilizing a badging and hotel booking system.

Completing this process for badging is required for admittance and will provide you all necessary Volunteer credentials while onsite.

Invitations are non-transferrable

If you need assistance regarding the event registration or housing process, please contact ConferenceDirect at FIRSTChampionship@Conferencedirect.com. For all other questions please contact volunteer@firstinspires.org.

REGISTER NOW

DECLINE INVITE



PRESENTED BY **BAE SYSTEMS**

Registration Step 1 – Personal Information

12345
STEP 1 PERSONAL INFORMATION
LOGOUT

April 2023
SMTWTFSS
26 27 28 29 30 31 1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 1 2 3 4 5 6

PERSONAL INFORMATION

* Indicates required fields

Personal

First Name *

Last Name *

Badge Name
(Name as you would like it to appear on your badge)

Contact Information

Email Address *
(Confirmations will be sent through e-mail only)

CC Email

Title

Company/Organization

Telephone: *
(Please enter your phone number without any dashes or brackets, numbers only)

April 2023
SMTWTFSS
26 27 28 29 30 31 1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 1 2 3 4 5 6

PERSONAL INFORMATION

* Indicates required fields

Personal

First Name *

Last Name *

Badge Name
(Name as you would like it to appear on your badge)

Contact Information

Email Address *
(Confirmations will be sent through e-mail only)

CC Email

Title

Company/Organization

Telephone: *
(Please enter your phone number without any dashes or brackets, numbers only)

April 2023
SMTWTFSS
26 27 28 29 30 31 1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 1 2 3 4 5 6

PERSONAL INFORMATION

* Indicates required fields

Personal

First Name *

Last Name *

Badge Name
(Name as you would like it to appear on your badge)

Contact Information

Email Address *
(Confirmations will be sent through e-mail only)

CC Email

Title

Company/Organization

Telephone: *
(Please enter your phone number without any dashes or brackets, numbers only)

Registration Step 2 – Dietary Information & Meal Selection

✓ 12345
STEP 2 MEAL SELECTION
LOGOUT

April 2023
SMTWTFSS
26 27 28 29 30 31 1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 1 2 3 4 5 6

MEAL SELECTION

* Indicates required fields

Dietary and Accessibility Requirements

To best serve your needs, identify any special dietary and/or accessibility requirements you may have. Special meal requirements are only intended for individuals with specific dietary restrictions or food allergies.*

☐ Nut Allergy
☐ Kosher
☐ Vegan

☐ Diabetic
☐ Lactose Intolerance
☐ Other

☐ Gluten-Free
☐ Pescetarian
☒ None

☐ Halal
☐ Vegetarian



PRESENTED BY **BAE SYSTEMS**

Meal Selection		
Select which days to opt-in for provided meals		
Monday		
<input type="checkbox"/> Lunch		
Tuesday		
<input type="checkbox"/> Breakfast	<input checked="" type="checkbox"/> Lunch	<input type="checkbox"/> Dinner
Wednesday		
<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input checked="" type="checkbox"/> Dinner
Thursday		
<input checked="" type="checkbox"/> Breakfast	<input checked="" type="checkbox"/> Lunch	
Friday		
<input checked="" type="checkbox"/> Breakfast	<input checked="" type="checkbox"/> Lunch	
Saturday		
<input checked="" type="checkbox"/> Breakfast	<input checked="" type="checkbox"/> Lunch	



PRESENTED BY **BAE SYSTEMS**

Registration Step 2 – Special Events for Volunteers

Thursday, April 20th, 5:00pm-9:00pm
Innovation Faire Night

Along with *FIRST* Leadership, Staff, and Sponsors, Championship Volunteers are invited to the Innovation Faire Night. You will have an opportunity to explore the Innovation Faire while enjoying a snack.

Will you be joining us for the Innovation Faire Night on Thursday?

Saturday, April 22nd, 1:30pm
Volunteer Appreciation Celebration

FIRST will be hosting a Volunteer Appreciation Celebration in the Volunteer Café for Championship Event Volunteers. Sit back, relax, and watch the Championship Finale from the comfort of the Volunteer Café while you enjoy a snack and celebrate the conclusion of your hard work at another successful Championship.

Will you be joining us Saturday for the Volunteer Appreciation Celebration?

BACK **CONTINUE**

Registration Step 3 – Terms and Conditions

✓ ✓ 3 4 5

STEP 3 POLICIES **LOGOUT**

April 2023

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

POLICIES

Terms and Conditions

☒ I consent to my personal information being collected and processed in accordance with the *FIRST*® Privacy Policy.*

☒ I affirm that anytime I submit data to *FIRST*® on behalf of another person, I shall obtain and maintain a record of all required legal consents before collecting or submitting any such data.*

BACK **CONTINUE**



STEP 4 VERIFICATION

LOGOUT

April 2023

S	M	T	W	T	F	S
23	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

REGISTRATION VERIFICATION

Please review the information below.

If all of the information is correct, press the continue button to finalize your registration. To make changes or modify, please click one of the edit buttons to the right. After making revisions, always remember to press continue to ensure the new information is properly captured.

Edit Personal Information

Edit Meal Selection

Personal Information


First Name	Johnson
Last Name	Mooney
Company	FIRST
Address1	200 Bedford St
City	Manchester
Province / State	New Hampshire
Country	United States
Postal Code / Zip	03304
Phone	1234567890
Email	Johnson@gmail.com

Registration Details

Item	Qty
Johnson Mooney	
Volunteer	1

BACK

CONTINUE



**FIRST
CHAMPIONSHIP**
2023

PRESENTED BY **RAS SYSTEMS**

APRIL 19-22, 2023

Houston, TX

Registration Sponsored By *Johnson & Johnson*

✓
✓
✓
✓
5

STEP 5: THANK YOU

LOGOUT

THANK YOU

Thank you for registering for 2023 FIRST® Championship taking place April 19-20, 2023.

For registration or housing related questions, please contact ConferenceDirect at FIRSTChampionship@conferencedirect.com. For all other questions, please contact FIRST® at volunteer@firstinspires.org.

BOOK HOTEL




PRESENTED BY **BAE SYSTEMS**

Registration Confirmation Email – print out or bring with you on your mobile device to receive your badge at registration.


Please do not delete this email! [Click here](#) for more on your mobile device.

USE YOUR MOBILE PHONE FOR ENTRY!



For expedited processing on-site, please bring this confirmation with you to the meeting! Scan and Go Self Check-in Kiosk will be available. You can print this document or scan the email from your smart phone. Both electronic and printed confirmation documents will be accepted. Your photo ID will be required.

(If you are unable to use this barcode, click the link above to view this email in a browser.)



Presented by **BAE SYSTEMS**

APRIL 19-22 — **HOUSTON, TX**

Confirmation **#217859-003**

Dear "Test Volunteer" Test 019331@a, Thank you for registering to attend the 2023 FIRST® Championship on April 19-22, 2023.

For expedited processing on-site, please bring this confirmation with you to the Championship. We look forward to seeing you!

[EDIT REGISTRATION](#)
[BOOK HOTEL](#)

Personal Information

First Name:	Test Volunteer
Last Name:	Test 019331@a
Title:	Volunteer Manager
Company:	FIRST
Address 1:	abd
City:	germantown
State:	Maryland
Zip/Postal Code:	
Country:	United States
Mobile Phone:	1234567890
Email Address:	lmoney@firstinspires.org

Review Your Registration

Item
Test Volunteer Test 019331@a
Volunteer

FIRST® Inspires

To learn more about FIRST® and its programs go to firstinspires.org.

Help Support Our Mission

A donation to FIRST® will help us sustain our programs all over the world for future generations. A donation to FIRST® can be made here: firstinspires.org/donate.

Questions?

For registration or housing related questions, please contact Conference Direct at: FIRST@firstinspires.org or FIRST@firstinspires.org. For all other questions, please contact FIRST® at support@firstinspires.org.

[Click here to be removed from this mailing list](#)

Designed and Powered by **etramm**