

## Overview

This document provides an overview of the Queuing volunteer role, including expectations, skills required, and recommended training. Queuing volunteers assist the Field Manager and Head Referee with staging teams for upcoming matches.

## Responsibility

- Line up (queue) teams for each match from the queue tables to the game field to help keep matches on schedule.
- Ensure robots are in order according to the Match List report and aligned with the correct game field.

## Training & Preparation

- Read this Guide document and get familiar with how matches are run. It is helpful to attend a local event prior to volunteering if you are able.
- Review all online training materials, which may include Guide documents (like this one), examples or training videos. On the [Volunteer Resources](#) page select the **VEX IQ Challenge** tab and click on **Queuing** to reveal training resources available for this role.

## On Event Day

**Dress Code:** Wear comfortable clothes that are appropriate for a school related event, closed toe shoes, and volunteer t-shirt (if provided).

**Arrival:** Sign in at Volunteer Check-in, then report to the Head Referee.

**Location:** Report to your assigned field area 30 minutes before qualification matches begin. Queuing is located at the queueing tables near the game fields.

**Review:** If there are practice matches, practice queuing. A short on-site review may be provided by the Field Manager as needed.

**Supplies:** Clipboard, pen or pencil, highlighter, Match List report.

## Queuing Process

- Be ready to queue teams as soon as the Match List is distributed. As each match is completed and scored, the referee will signal for the field to be reset and the next teams to advance to the field. For the current match, robots should


be on the correct field. For the next match, “on-deck” robots should be on the queue table. For future matches, robots should wait their turn to advance to the “on deck” queue table.

- **It is the responsibility of each team to be on time for matches.** Follow up with missing “on deck” teams by sending their alliance partner to locate them. If both teams are missing, Queue Crew may go to the Pit Area to locate teams as a courtesy.

Qualification Match List						
Match	Field	Time	Team 1	Team 2	Queuing 1	Queuing 2
1	VEX IQ MS Field #1	9:00 AM	1024F	7010A	← Current Match	
2	VEX IQ MS Field #2	9:04 AM	10140	2587A	←	Current Match
3	VEX IQ MS Field #1	9:08 AM	918X	952F	← Next Match	
4	VEX IQ MS Field #2	9:12 AM	10084B	10029	←	Next Match
5	VEX IQ MS Field #1	9:16 AM	10099J	118A	← Future Match	
6	VEX IQ MS Field #2	9:20 AM	314A	146H	←	Future Match

Experience Level

**BEGINNER**




Skills Needed

- No experience required
- Communicate effectively
- Pay attention to detail
- Stay organized in fast-paced environment

Physical Activity

**STANDING & WALKING**



**HIGH PHYSICAL ACTIVITY LEVEL**