



EP Guidelines for Hosting Remote Skills-only Events

Dear Event Partner,

This is intended to get you started on hosting your first Remote RECF Skills-Only Event. This is not an exhaustive help guide and does not replace the Game Manual and Official Q&A, but is meant to help get over the first bumps our other EPs have experienced this year. Additionally, this guidance does not replace the Judge Guide Addendum or the Official Judging Q&A.

Good luck and thanks for all you do!

Note: *Anything in italics is for the additional Remote Event Judging option. Judging is not required for a Remote Skills-Only Event.*

Event Partner Steps

Before November 1 (or later with RSM approval)

- Create the event on RobotEvents.com with the proper verbiage and safety protocols. This should include equipment the team needs for
 - **Judge Interview** – Webcam/phone with appropriate app installed
 - **Inspection** – Inspection tool(s), webcam phone with appropriate app installed
 - **Skills Runs** – Number of webcam phones with the appropriate app installed that teams should have ready (1 stationary looking at the field, 1 mobile for scoring, etc.)
- Work with RSM to get the event approved.
- *Recruit a Judge Advisor and Judge volunteers. Work with Judge Advisor to develop schedule for digital engineering notebook submission and review deadlines and interview dates.*
- Recruit a certified Head Referee that is available to inspect and referee remotely.
- Work out a theoretical *Judging and Skills* match schedule based on your event size maximum, with time built in for technical issues and troubleshooting.
- Create a sign-up system (i.e. [SignUpGenius](#), shared Google Spreadsheet, etc.) for the day of the event so teams can sign up for Skills Matches and/or Judging times as they register. Include instructions on the event website for the teams.
 - 5-8 minute increments per Session
 - Inspection
 - Programming Skills
 - Quick field reset
 - Driver Control Skills
 - Quick field reset
 - Repeat (If time permits)
 - 2-3 Sessions per team
 - **Note:** Max of (3) Driver and (3) Programming Runs per the Qualifying Criteria.
- Create a webcam conferencing model using an online video conferencing program of your choice. Review the Game Manual *and Judge Guide Addendum* for requirements and guidelines.
 - Two (2) Adults present at all times when students are connected – one from the Team, and the other from the Event
 - *Judges + Team for interviews*
 - Head Referee + Team for Skills Runs

Two Weeks Out

- *Send out a reminder requesting all Coaches to send in the digital engineering notebooks links by the end of the week.*
- Send out a reminder to Coaches that are registered for the event and not yet scheduled on the sign-up system.
- Test your webcam conferencing system with a volunteer team. Consider taking this session as an opportunity to do a walkthrough with your volunteers.

One Week Out

- *Create a schedule for the Judges to do the interviews and confirm the schedule with teams.*
- *Open webcam conference system 15-30 minutes prior to the Interviews.*
- *EP or alternate designated Event Administrator should be on Judge Interviews to maintain pacing and ensure two adults are on the call at all times per the Judge Addendum guidelines. As a reminder, EPs or Event Administrators are not judges and are not to participate in the interview or deliberations.*
- Send out a reminder to Coaches that are registered for the event and not yet scheduled on the sign-up system.
- Send out instructions for teams to include what to expect the day of the event and/or judging days. These instructions may include the agenda, expectations on time(s) to connect to the video conferencing program, event-day contact information, and online norms to follow when connected.

Day of Event

- Create the event in Tournament Manager (TM) exactly the same way as would be done for a tournament, **except DO NOT create a match schedule**. Be sure to enter the Event Code and TM code in the TM setup wizard.
- Record skills scores in TM exactly the same way as would be done during a tournament.
- Open webcam conference system 15-30 minutes prior to the Skills Only event.
- *Judges meet on a separate webcam conference system to review design notebook rubrics and performance data. Judges deliberate and determine judged awards.*
- EP should be on Skills Runs Sessions to maintain pacing and ensure two adults are on the call at all times per the Game Manual guidelines*.
- **Tip:** Have a volunteer designated to maintain appropriate language and to handle team questions regarding scheduling, the inspection process, etc. The EP needs to answer questions specific to the event and the Head Ref needs to answer questions specific to the matches.
- Head Referee to verify Skills scores and work with the EP to ensure they are entered into TM.
- EP to enter award winners into TM (if there is judging) and upload/finalize results to RobotEvents.com.

* **Student Safety Policy for Remote Events:** Event Partners and organizations conducting remote events or workshops shall review applicable laws and regulations regarding the protection of student privacy and safety in an online environment. The REC Foundation requires a minimum of two (2) adults over the age of 18 in the online meeting environment before students are allowed to connect. One of these adults must be the EP and the other is the team's Primary Contact or another designated team contact that is not a team member. Both shall be present in the online meeting environment throughout the duration of the scheduled time for that team.

Team Steps

Two Months Out

- Team signs up for Event Partner's (EP's) event via RobotEvents.com
- Team signs up for their Session times via the sign-up system EP created.
- Acquire the appropriate materials needed by the event to do remote inspection.

Two Weeks Out

- *Finish up the Engineering Notebook and send it to the EP.*
- Download the app associated with the webcam conferencing platform that the EP uses.

One Week Out

- *Interview with Judges at assigned time.*
- Practice with match timer (I.e. stopwatch, VEX Hub) and webcam phone filming via the webcam conferencing platform.
- Use Inspection Checklist to check your robot for size and rule compliance before the event, while you have time to make changes to your design.

Day of Event

- Watch the Skills Only event for 15-30 minutes prior to your assigned time so you can see other Sessions and get a sense of flow for the time increments.
- Be ready with your field properly set up and your robot/controller/timer turned on 2-3 minutes prior to your Session time(s).
- Wait for recognition from the Head Ref and turn on your video capturing equipment.
- Go through inspection of the robot and then run the Skills Runs.