



EP Guidelines for Hosting Remote Skills-only Events

Dear Event Partner,

This is intended to get you started on hosting your first Remote REC FOUNDATION Skills-Only Event. This is not an exhaustive help guide and does not replace the Game Manual, Official Q&A, Judge Guide, Judge Guide Addendum, or Judging Q&A. Instead, we hope this guide helps you, the Event Partner (EP), give students a robotics experience this year.

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

RobotEvents.com Setup

Before November 1, or later with Regional Support Manager approval:

- Create the event on RobotEvents.com with the proper verbiage and safety protocols. Example events that REC FOUNDATION created/hosted from which you can copy/paste:
 - [VRC, Skills Only, with Judging, Entirely Remote](#)
 - [VRC, Skills Only, with Judging, In-person or Remote](#)
 - [VIQC, Skills Only, without Judging, In-person or Remote](#)
 - There is one section not visible to the public and that is the email generated when a team registers (found at the bottom of the “Contact Information” section). Here is the email created by REC Foundation:

Welcome to the **{EVENT NAME}** Remote Event! Read below for the steps in getting your team competing.

For starters, please go to **{Link to Google Sheet}** and sign up on **{Enter Number of Skills Slots}** time slot(s) for Skills Competition *and only one time slot for Judging Interviews*. *Note, a digital notebook is not required to get an interview. All teams are encouraged to schedule a Judging Interview. At least one adult who is not a team member must initiate the call and remain visible on the screen during the interview (REC Foundation Judge Addendum).*

Mandatory: All participants (In-person and Remote) must have a Participant Release Form on file. It is the responsibility of the Team’s Primary Contact to make sure this occurs. A link to the instructions on how to submit a Participant Release Form is found here:

<https://www.roboticseducation.org/documents/2018/03/participant-release-form.pdf/>

Digital Notebook: A digital Engineering Notebook must be submitted to qualify for the Excellence Award and Design Award. Submit a link to your notebook by **{Time/Date at least 5 days before event}** if you want it considered for judging. The notebook is only shared with event staff, including the Event Partner, Judge Advisor, Judges, and may include the REC Foundation RSM. Instructions on how to submit your notebook is on the sign-up sheet linked above. Details on this process are given in the Judge Guide Addendum.

Inspection: Two options. More details in email leading up to the event.

- Preferred Inspection Time: **{Date, Time, Time Zone}**
- Inspect during your Skills Session time slot. No additional time will be given to complete the Inspection.

Remote Skills: You need:

- (VRC/VEX U Only) One Competition Switch, Field Controller setup with Tournament Manager, or an extra V5 Brain
- Tool for sizing (VEX measuring tool or equivalent, measuring tape, etc.)
- Webcam(s) with **{Event Streaming Platform Name}** capability. One webcam is permissible if it can view the whole field as well as move around the field via the Head Ref's instructions. Otherwise, additional webcams are needed to accomplish these tasks. Webcams need to log into the event at least 5 minutes before your time slot.

Teams should carefully review the {VRC Change Up Appendix B or VIQC Rise Above Game Manual} section regarding team requirements for Remote Skills Matches. **(Pay close attention to RSE4 - RSE8)**

{SIGNATURE}

- Work with RSM to get the event approved.
- Recruit a Judge Advisor and Judge volunteers. Work with the Judge Advisor to develop a schedule for digital engineering notebook submission and review deadlines and interview dates. You should recruit two judges for every eight to ten teams to ensure adequate capacity to interview and deliberate. The Event Partner must not serve as the Judge Advisor or as a Judge. The Event Partner should ensure the Judge Advisor is familiar with the Judge Guide and Judge Guide Addendum. For larger events with judging, the EP may want to consider conducting remote judging interviews prior to the day of the event. The EP must collect and distribute the digital Engineering Notebooks well before the event to ensure judges have enough time to deliberate according to the process outlined in the Judge Guide.
- Recruit a certified Head Referee that is available to inspect and referee remotely.
- Use these suggested tools to create your sign ups for a *Judging and Skills* match schedule based on your event size maximum.
 - [Event Signup \(Skills and Judging\)](#)
 - [Digital Notebook Submission](#)
- 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.
 - The minimum event staff must include one (1) Event Partner and at least one (1) certified Head Referee.
 - At all times, there must be a minimum of (2) Adults over the age of 18 in the remote meeting environment before Students are allowed to connect. One of those Adults must be the Event Partner
 - The Team's Primary Contact, or another designated Adult Team contact (over the age of 18), must be present in the remote meeting environment throughout the duration of the scheduled time for that Team. The Team's Primary Contact will be responsible for providing the Adult representative's contact information to the Event Partner prior to the event.
 - EP has an approved Background Check on file. The EP is required to be present at all times students are present.
 - EP + Judges + Team + Team Adult for Judging Interviews
 - EP + Head Referee + Team + Team Adult for Robot Skills Runs

Best Practices:

- Test all components and cameras.
- Test the internet connection reliability.
- Assign a student to assist with details.
- Create a simple checklist.

Two Weeks Out

- Send out a reminder requesting all Coaches (Primary Contacts) to submit the digital engineering notebooks links by the end of the week.
- Send out a reminder to Coaches (Primary Contacts) 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.
- Example email to send to teams:

Hello Teams,

The event is almost here! We are excited to host you on **{Insert Date}**. Teams should carefully review the [{VRC Change Up Appendix B}](#) or [{VIQC Rise Above Game Manual}](#) regarding requirements for Remote Skills Only events.

*The deadline for submitting Engineering Notebooks and signing up for a Judging spot is **{Insert Date}**.*

Important Note: The Team's Primary Contact, or another designated Adult Team contact (over the age of 18), **must** be present in the remote meeting environment throughout the duration of the scheduled Judging and Robot Skills time for that Team.

EVENT

- **Webcam norms.** The following webcam norms are required of all users of the event link. Failure to comply with the norms results in removal from the event.
 - Arrive at least 5-10 minutes before your scheduled session so that the Head Ref can immediately transition between teams.
 - All webcams and microphones are off until the Head Ref recognizes the start of your team's session.
 - All webcams and microphones are on during your team's session.
 - All webcams and microphones are turned back off immediately at the end of your team's session.
 - Team coach (Primary Contact or other adult who is not a team member) is present throughout the entire Skills session.
- **Chat norms.**
 - Any event related questions should be addressed only to the event organizers.
 - Head Referees will not address rule related questions or clarifications in the chat. Teams should ask the Head Referee questions during their session time as they would at an in-person event.
- **In-Person norms.** The following In-Person norms are required of all visitors to the site. Failure to comply with the norms results in removal from the event.
 - **Health and Safety:** All visitors must wait outside the building until an event staff member meets you to check temperatures, ask health questions and check for masks. Text **{Insert EP Number}** when you arrive.
 - Arrive as early as 30 minutes before your scheduled session to use the practice field, charge controllers, and tweak anything that may get jostled during travel.
 - Arrive at least 10 minutes before your scheduled session for Health and Safety checks/requirements.
- **Event Link.** The following link is not for public use {optional: and all audio/video for Robot Skills matches is recorded via this link}.
 - Please do not share the link outside of your team. This cuts down on total bandwidth.
 - **Note:** The event staff will log on and off throughout the day of the event to facilitate different items. Total attendance is expected to fluctuate.
 - **Event Link: {Insert Link}**
 - This meeting is locked with a password: **{Insert Password}**
- Welcome Video. Watch this [Event Meeting video](#) before Saturday!

Inspection – Two options

- Inspection on **{Insert Date, Time, Time Zone}**. Teams are highly encouraged to get their robots inspected during this time so the teams can fully utilize the Skills Session for the six (6) skills runs.
 - Log in to **{Insert Link}** any time from **{Insert Time}** and a Head Ref can get your robot inspected.
 - Put your team number in the chat when you arrive. We will inspect using that list - First come, first inspected.
- Inspect during your Session time slot.
- For both options expect:
 - At the beginning of your inspection the Head Referee will go through the **[VIQC Inspection Checklist](#) or [VRC Inspection Checklist](#) or [VEX U Inspection Checklist](#)**.
 - Review this checklist prior to the event to ensure your robot will pass. This will give more time for conducting your Robot Skills matches.
 - Be prepared to demonstrate legal sizing using a **[VIQC Sizing Tool](#) or [VRC Sizing Tool](#)** or an equivalent method.
 - Your license plates will need to be attached during the inspection process.

Running Robot Skills Matches (VRC/VEX U Only)

Teams will be responsible for starting and stopping their Robot Skills matches. This can be done using the following methods:

- **[VEXnet Competition Switch](#)**: Teams will plug their controller into one of the VEXnet Competition Switch ports and assign someone to enable and disable the robot during the match.
- **Field Controller setup with Tournament Manager**: Organizations that are familiar with Tournament Manager and have the [VEXnet Field Control Kit](#) can start and stop matches using the [Tournament Manager](#) software.
- **Note**: The teams will be using Tournament Manager rather than the EP or Head Referee to start and stop matches.
- **Using an extra V5 Brain**: See this [VEX Knowledge Base article](#) on how to run a Robot Skills Match using a V5 Brain. This needs to be a separate V5 brain (not the one on the robot in the match).
- **Match Timer Display**: <RSE7c> A Stopwatch/Tournament Manager display that shows the match time must be on video the entire time during the match. Consider using the VRC Hub app on a mobile device for this activity.

Running Robot Skills Matches (VIQC)

- Teams will be responsible for starting and stopping their Robot Skills matches similar to an in-person event.
- **Match Timer Display**: <RSE7c> A Stopwatch/Tournament Manager display that shows the match time must be on video the entire time during the match. Consider using the **{VIQC or VRC}** Hub app on a mobile device for this activity.

Important Tip! Practice running this setup prior to the event day to ensure your teams are ready to compete and have the necessary equipment. If there are any concerns or questions about the equipment needed to participate, please contact us as soon as possible.

{Signature}

Best Practices:

- Test all electronics again.
- Triple check the camera view.
- Send an update message to confirm the team is attending.
- Verify that the team has an assigned or selected time slot.
- Warn all teams about the Time Zone considerations.

One Week Out

- Create a schedule for the Judges to do the interviews and confirm the schedule with teams. Schedule five (5) minutes between interviews for judges to complete rubric.
- Open webcam conference system 15-30 minutes prior to the Interviews.
- Confirm that the Event Partner or designated Event Administrator, who has passed their REC Foundation background check, is present during each interview. As a reminder, EPs or Event Administrators are not judges and are not to participate in the interview or deliberations. They are required because they passed an REC Foundation Background check.
- 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 judging days*. The email from Two Weeks Out (above) is a good template.
- Review with your Head Referee the process for Inspection and running Robot Skills matches ([Example Head Referee Checklist](#))

Best Practices:

- Print active attendee lists.
- Practice the webcam conference system.

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 Engineering Notebook Rubrics, Team Interview 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. Any questions regarding the game rules should be asked by the student team members and addressed to the Head Referee during their session time or at an alternative time suggested by the Head Referee.
- 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.

Best practices:

- Practice the Tournament Manager set up and running.
- Have a back-up Tournament Manager Operator.

Team Steps

Two Months Out

- Team registers 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 and Skills matches.

Two Weeks Out

- Finish up the digital Engineering Notebook and send it to the EP per the event instructions before the deadline. Make sure you have read the Judge Guide Addendum.
- 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 streaming via the webcam conferencing platform.
- (VRC/VEX U Teams) Practice enabling/disabling the robot using the given options described in Appendix B. If you are not sure how to do this, contact your RSM or the Event Partner.
- Practice proper and fast field reset.
- 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

- Before logging into the Skills event room, review webcam norms with teams.
- 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 Referee and turn on your video capturing equipment.
- Go through inspection of the robot, if not already completed, and then run up to (3) Driver Skills and (3) Programming Skills Matches.

Best Practices:

- Create a checklist for each week's processes.
- Practice the flow of the event.
- Have a team meeting to review and assign responsibilities for the day of.
- Have a backup for every role.