

GETTING STARTED

Getting Started

Welcome to the TEAM Alliance Event Host Guide! This section will help you understand your role, the resources available to you, and how to get started on your journey as an Event Host.



IN THIS SECTION YOU'LL LEARN:

- What it means to be an Event Host
- The impact you'll make in your community
- Key resources and support available to you
- An overview of the Event Host journey
- Your next steps



TOGETHER,
WE EMPOWER
STUDENTS TO
BUILD, LEARN,
AND LEAD.



HOST TIP

The most successful events start with good preparation and a clear plan. Don't hesitate to reach out to TEAM Alliance. We're here to support you every step of the way!



1. Introduction

Introduction

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1.1 Sphero Competitions Overview

The Sphero Competition programs are the ultimate STEM competitions and an opportunity for students to go deeper with computational thinking, engineering, and programming skills. The competitions are designed to inspire creativity, innovation, and teamwork. With competition tasks designed for students of all ability levels, learners will grow and have a blast navigating this competition adventure. The Sphero Competitions consist of multiple programs, each designed for specific age groups and learning objectives.

Sphero Robotic Missions (SRM):

- indi - U9 Division, Max Age 8 as of August 31, 2026, Grade (US) K-2
- BOLT - U12 Division, Max Age 11 as of August 31, 2026, Grade (US) 3-5
- RVR - U15 Division, Max Age 14 as of August 31, 2026, Grade (US) 6-8

Sphero Robotic Competition (SRC):

- Blueprint Robotics - U19 Division, Max Age 18 as of August 31, 2026, Grade (US) 9-12

1.2 About TEAM Alliance

TEAM Alliance is a nonprofit organization and the official partner of Sphero for coordinating Sphero Competitions worldwide. As the only organization authorized to administer official Sphero competitions, TEAM Alliance works alongside a global community of Event Hosts, educators, volunteers, and industry partners to provide fun, affordable, and accessible STEM programs that build confidence, encourage innovation, and inspire a lifelong excitement for technology. Our mission is to engage students through robotics experiences that develop computational thinking, engineering, programming, teamwork, and other workforce-ready skills.

As an Event Host, you play a vital role in bringing the mission of TEAM Alliance to life. Every event should provide an accessible, welcoming, and Student-Powered™ experience where students are empowered to solve problems, make decisions, and celebrate their accomplishments. By using simple, volunteer-friendly event processes, you help create competitions that are fun, organized, and memorable while fostering the confidence and skills students will carry into their future.

1.3 Purpose of the Guide

The **Event Host Guide** provides the information, resources, and best practices needed to successfully plan, organize, and execute a competition. Whether you are hosting your first event or have years of experience, this guide is designed to **help you create a safe, organized, and engaging competition** experience for every participant.

The guide follows the **complete event lifecycle**, from planning and preparing your venue, recruiting volunteers, and managing your event in myTEAMevents.org to operating the competition, recognizing student achievements, and completing post-event responsibilities. It also explains the roles and responsibilities of Event Hosts and volunteers, recommended event procedures, and operational standards that help ensure consistency across all events.

This guide applies to both **Sphero Robotic Missions (SRM) and Sphero Robotic Competition (SRC) events**. Unless otherwise noted, the information in this guide applies to both programs. Sections that are specific to SRM or SRC events are clearly identified throughout the guide.

This guide should be used alongside the applicable Competition Manual, which defines the official competition rules, scoring criteria, inspection requirements, and other program-specific policies. If there is ever a conflict between this guide and the Competition Manual, the Competition Manual takes precedence.

Sphero and TEAM Alliance are committed to providing high-quality, Student-Powered robotics competitions that inspire creativity, collaboration, computational thinking, engineering, and problem-solving. By following the guidance in this manual, Event Hosts help ensure every team has a positive, consistent, and memorable competition experience.

1.4 Your First Event

If you're hosting your first TEAM Alliance event, this guide may seem like **a lot of information**—and that's okay. This guide is designed to be a comprehensive resource that you can refer to throughout your event planning journey, **not a manual you need to memorize** before getting started.

Every experienced Event Host started exactly where you are today. With each event, you'll gain confidence, discover what works best for your organization, and continue improving your event experience. **TEAM Alliance is here to support you every step of the way.**

For your first event, focus on getting the fundamentals right:

- **Select a suitable venue** with adequate space and resources.
- **Recruit a small team of dependable volunteers** and identify your Key Volunteers early.
- **Review the competition and event equipment** needed to run an event.
- **Become familiar with myTEAMEvents.org** and the competition management system.
- **Communicate with teams and volunteers** before the event so everyone knows what to expect.
- **Create a fun, welcoming, and positive experience** for every student, coach, volunteer, and spectator.

Remember, your goal isn't to host a perfect event—it's to provide students with an opportunity to learn, grow, and have fun. The details will become easier with experience, and TEAM Alliance will be available to answer questions and provide guidance along the way.

 **HOST TIP:** Students won't remember if a table was in the wrong place or an announcement was made a few minutes late. They *will* remember how welcomed, encouraged, and inspired they felt. Focus on creating a positive experience, and the rest will come with practice.

1.5 Event Host Responsibilities

Event Hosts are responsible for planning, organizing, and delivering a successful robotics competition. They serve as the primary coordinator for the event, working with Sphero and TEAM Alliance staff, volunteers, Team Coordinators, teams, and the venue to ensure the competition is safe, organized, and enjoyable for everyone involved.

While many responsibilities may be delegated to volunteers, the Event Host is ultimately responsible for the overall success of the event. This includes securing a suitable venue, managing the event in myTEAMEvents.org, recruiting and coordinating volunteers, preparing competition equipment and technology, overseeing event-day operations, ensuring compliance with TEAM Alliance policies and the Competition Manual, and completing post-event responsibilities.

This guide provides **step-by-step guidance** for each stage of the event lifecycle, helping Event Hosts create a consistent, high-quality competition experience that is welcoming, Student-Powered, and memorable for every participant.

1.6 Events Formats

TEAM Alliance offers multiple event formats to provide flexibility for different communities, venues, and team needs. Choosing the right event format depends on several factors, including the number of local teams, available facilities, volunteer support, equipment, and travel considerations. Before scheduling an event, Event Hosts are encouraged to **discuss the available formats with TEAM Alliance** staff to determine which option will provide the best experience for participating teams while making the most effective use of local resources. The following sections describe each event format and its intended use.

SRM Event Formats

- **In-Person Events:** Teams, volunteers, and officials are present at the same physical venue to participate in completing Mission Objectives.
- **Live Remote Events:** Teams participate from separate locations and perform Mission Objectives live under the supervision of event volunteers using video conferencing. This format is included in the In-Person team registration for teams that cannot attend a physical venue.
- **Online Submission Events:** Teams work on their Mission Objectives at home, school, or in their extracurricular club and submit them to be evaluated online by Evaluators within a specified window of time. This format is included in the Online Submission team registration only.

SRC Event Formats

- **In-Person Events:** Teams, volunteers, and officials are present at the same physical venue to participate in head-to-head Matches and Technology Trials.
- **Live Remote Events:** Teams participate from separate locations and perform Technology Trials live under the supervision of event volunteers using video conferencing. This format is included in the In-Person team registration for teams that cannot attend a physical venue.

For the 2026-2027 competition season, TEAM Alliance will be hosting Live Remote Events to support teams that are unable to attend In-Person Events.

1.7 Event Types

In-Person & Live Remote Events

There are three types of events for In-Person and Live Remote Events:

1. **Prequalifying Events:** An early season event that does not qualify for a Championship Event (or any other event). Scores will be uploaded to the Global Leaderboard. These are more common for SRC events.

2. **Qualifying Events:** An SRC or SRM event that qualifies teams for Championship Events. Live Remote Events may offer limited or no qualifying awards depending upon the event size and location of teams, but all Live Remote Events will have scores uploaded to the Global Leaderboard.
3. **Championship Events:** An SRC or SRM state, regional, or national event that serves as the culminating competition for teams that qualify through designated Qualifying Events. In the U.S., Championship Events are typically state-level, but may include multiple Championship Events within a single state or combining multiple states into a regional Championship Event. Internationally, regional or national Championship Events are used where geographic considerations apply.

TEAM Alliance will assist with selecting the appropriate event type for your competition.

1.8 Event Support Resources

TEAM Alliance is committed to helping every Event Host succeed by **providing training, resources, technology, and ongoing support** throughout the event planning process. Whether you are hosting your first event or your fiftieth, our team is available to answer questions, provide guidance, and help you deliver a safe, organized, and enjoyable competition experience. If you need assistance at any stage, please contact the TEAM Alliance support team at support@teamalliance.org.

These resources will be referenced in several of the sections in this guide. You can bookmark or make a copy of these resources and customize them for your event.

- [Event Agenda Builder Tool](#)
- [Event Host Planning Tool](#)
- [Example Event Layouts](#)

1.9 Event Timeline Overview

Hosting a successful TEAM Alliance event begins well before teams arrive and continues after the final awards have been presented. While every event is unique, most follow the same general timeline of planning, preparation, event-day operations, and post-event wrap-up. Starting early and completing tasks throughout the planning process helps ensure a smooth competition experience for students, volunteers, and spectators.

This guide is organized to follow the lifecycle of an event. Each section builds on the previous one, providing guidance and best practices from initial planning through post-event responsibilities. The timeline below provides a high-level overview of the major phases of hosting a TEAM Alliance competition. TEAM Alliance will support you each step of the process.

3–6 Months Before the Event

- ☐ Connect with TEAM Alliance to become an Event Host.
- ☐ Form an organizing committee to assist with event planning and execution.
- ☐ Secure a venue and confirm the event date.
- ☐ Identify any insurance or venue specific policy requirements.
- ☐ Create and publish the event in myTEAMEvents.org.
- ☐ Begin recruiting volunteers.
- ☐ Create a draft event budget with expected income and expenses.
- ☐ Identify equipment and technology needs.
- ☐ Promote the event and monitor team registrations.
- ☐ Begin sponsorship and community outreach, if desired.

30-60 Days Before the Event

- ☐ Confirm volunteer assignments and send training resources.
- ☐ Finalize the event layout and agenda.
- ☐ Verify venue logistics and equipment.
- ☐ Order awards and event competition supplies (Contact TEAM Alliance about Event Host Support Package availability).
- ☐ Review event schedules and competition technology.
- ☐ Review and update your event details on myTEAMEvents.org.
- ☐ Create an emergency preparedness plan for handling emergencies and unexpected situations.
- ☐ Coordinate janitorial or custodial services.
- ☐ Arrange photography/video

7 Days Before the Event

- ☐ Communicate important information to registered teams.
- ☐ Confirm final team registrations.
- ☐ Finalize volunteer roles and schedules.
- ☐ Test competition equipment and technology.
- ☐ Print event materials and signage.
- ☐ Verify venue access and setup plans.

Competition Day

- ☐ Set up the venue and competition equipment, preferably the day before the event, if possible.
- ☐ Provide support to teams and volunteers to address any questions or concerns.
- ☐ Monitor event safety and security.
- ☐ Capture photos and videos of the event.
- ☐ Check-in volunteers and teams.
- ☐ Conduct inspections and opening ceremonies.
- ☐ Run the competition.
- ☐ Present awards and recognize volunteers.
- ☐ Finalize results and coordinate the event tear-down process.

After the Event

- ☐ Thank volunteers and sponsors.
- ☐ Return equipment and supplies.
- ☐ Gather feedback and begin planning future events.
- ☐ Coordinate with TEAM Alliance to receive event registration funds, if applicable.

2. Becoming an Event Host

Becoming an Event Host

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[2.2 Event Host Expectations & Approval](#)

[2.3 Event Host Agreement](#)

[2.4 Event Host Payments](#)

[2.5 Insurance and Liability](#)

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[2.7 Code of Conduct & Student-Powered](#)

2.1 Benefits of Hosting

Hosting a TEAM Alliance event is an opportunity to make a meaningful impact while strengthening your own robotics program. Event Hosts bring students, educators, and families together for engaging STEM experiences that inspire learning and build community connections. Hosting can also serve as a valuable fundraising opportunity through event registration revenue, local sponsorships, and concessions, helping support your organization's programs throughout the season. To help ensure your success, TEAM Alliance provides expert guidance, comprehensive planning resources, volunteer training materials, and access to exclusive Event Host support packages, including competition fields, awards, signage, and promotional items. Whether you're hosting your first event or expanding an established program, TEAM Alliance is committed to helping you deliver a fun, professional, and memorable experience for every participant.

-  **Build Community**
-  **Fund Your Program**
-  **Expert Support**
-  **Exclusive Resources**
-  **Grow Robotics**

2.2 Event Host Expectations & Approval

Hosting a TEAM Alliance event is about much more than providing a venue—it is about creating an experience where students feel welcomed, challenged, and inspired. Every Event Host plays an important role in delivering competitions that are fun, fair, safe, and consistent for all participants.

Successful Event Hosts are passionate about supporting students and their local robotics community. They understand that great events are built through thoughtful planning, dedicated volunteers, and a commitment to providing every team with an outstanding experience.

As a TEAM Alliance Event Host, you are expected to:

Create a Welcoming Environment

Foster a positive, inclusive atmosphere where students, coaches, volunteers, and spectators feel valued and encouraged. Every participant should leave excited to return for another event.

Provide the Necessary Resources

Secure an appropriate venue, recruit sufficient volunteers, and ensure the facilities, equipment, and event logistics are ready to provide a safe and successful competition.

Lead with Integrity

Follow TEAM Alliance policies, competition manuals, and the Student-Powered philosophy while treating all teams fairly and providing every participant with an equal opportunity to succeed.

Prepare Your Volunteer Team

Recruit, train, and support volunteers so they understand their responsibilities and are prepared to confidently perform their assigned roles on event day.

Prioritize Safety

Maintain a safe, accessible environment by following the TEAM Alliance Youth Protection Policy, applicable venue requirements, and local safety regulations.

Partner with TEAM Alliance

Communicate openly with TEAM Alliance staff throughout the planning process, complete required training, and work collaboratively to provide a high-quality event experience.

What TEAM Alliance Looks For

When selecting Event Hosts, TEAM Alliance looks for organizations and individuals who:

- Demonstrate a fun, welcoming, and student-focused attitude.
- Have access to an appropriate venue and the resources needed to host a successful event.
- Can recruit and support a reliable team of volunteers.
- Are committed to providing a fair, safe, and inclusive competition experience.

- Value collaboration and are willing to work closely with TEAM Alliance before, during, and after the event.
- Want to grow robotics opportunities within their local community.

 **HOST TIP:** We don't expect every new Event Host to know everything on day one. What we do expect is a commitment to creating a great experience for students and a willingness to work alongside TEAM Alliance. We'll provide the training, resources, and support to help you succeed.

2.3 Event Host Agreement

The Event Host Agreement establishes a shared understanding between TEAM Alliance and the Event Host to help ensure every event provides a fun, safe, fair, and consistent experience for students, coaches, volunteers, and spectators. The agreement outlines the responsibilities and commitments of both TEAM Alliance and the Event Host, creating a strong partnership built on clear expectations and open communication.

Before an event can be published on myTEAMevents.org, every Event Host must review and digitally sign the Event Host Agreement for that competition season. By signing the agreement, Event Hosts acknowledge their commitment to upholding TEAM Alliance policies, following program standards, and working together with TEAM Alliance to deliver an exceptional event experience.

The Event Host Agreement can be found by logging into your myTEAMevents.org account and selecting the Events menu.

2.4 Event Host Payments

Event Hosts are **essential to the success and growth** of TEAM Alliance programs. Rather than expecting organizations to absorb the full cost of hosting an event, TEAM Alliance provides financial support to help cover event expenses. This funding helps make hosting more sustainable while encouraging the continued growth of local robotics opportunities. Payment amounts are set each season for each program type, and include a specific amount per registered team for your event.

Contact TEAM Alliance to learn more about the Event Host payments for the current season, or you can review the [Event Host Planning Tool](#) and view the current amounts in the Event Budget tab.

Notes:

- Payments are made in USD after the number of teams have been confirmed, which is typically after the event day.

- Event Hosts located outside of the US should contact TEAM Alliance to discuss alternative payment options to avoid currency exchange fees.

 **HOST TIP:** Check with TEAM Alliance to see if there are additional Event Host Support Packages to offset the costs of competition fields and awards.

2.5 Insurance and Liability

Insurance requirements vary from venue to venue, so it's important to discuss this early in your planning process. Event Hosts are responsible for determining whether insurance is required by their venue, local regulations, or their organization, and for obtaining and paying for any required insurance coverage. Because Event Hosts organize and operate their own events, TEAM Alliance does not provide insurance coverage for Event Hosts or their events. If you have questions about insurance requirements, we recommend contacting your venue or your organization's insurance provider well before your event.

2.6 Youth Protection Requirements

The safety and well-being of students is the highest priority at every TEAM Alliance event. Event Hosts are responsible for creating and maintaining a safe, respectful, and positive environment for all participants by following the TEAM Alliance Youth Protection Policy and all applicable national, state, provincial, local, school district, and venue-specific youth protection requirements.

Event Hosts are expected to:

- **Follow the [TEAM Alliance Youth Protection Policy](#)** at all times.
- **Comply with all applicable laws and local requirements**, including any required background checks, screenings, or other youth protection measures.
- **Ensure volunteers understand and follow** the TEAM Alliance Code of Conduct and Youth Protection Policy.
- **Provide appropriate supervision** and promote an environment where student interactions are observable, respectful, and safe.
- **Report concerns promptly** by following applicable laws and notifying the appropriate authorities, Event Host leadership, and/or TEAM Alliance when concerns arise.

TEAM Alliance's Youth Protection Policy establishes expectations for adult conduct, student supervision, communication, reporting concerns, and maintaining a safe event environment. Event Hosts are responsible for ensuring these expectations are followed throughout the event.

! Important: The TEAM Alliance Youth Protection Policy establishes the minimum requirements for all official TEAM Alliance events. If local laws, school district policies, venue requirements, or your organization's policies impose additional youth protection

requirements, the more restrictive requirements must always be followed.

2.7 Code of Conduct & Student-Powered

TEAM Alliance is committed to creating a fun, inclusive, and Student-Powered environment where all participants can build confidence in Science, Technology, Engineering, and Math (STEM) and develop a lifelong excitement for learning. This Code of Conduct applies to all participants, including Event Hosts, volunteers, Team Coordinators, students, parents, and event attendees.

All Event Hosts and volunteers should review these policies prior to the event:

- **TEAM Alliance Code of Conduct:** teamalliance.org/codeofconduct
- **TEAM Alliance Student-Powered Policy:** teamalliance.org/studentpowered

Volunteers should understand their role in modeling respectful behavior, promoting good sportsmanship, supporting student leadership, and maintaining a fair and welcoming environment for every participant. Event Hosts should also be prepared to address concerns promptly and work with TEAM Alliance staff when questions or situations arise.

PLANNING YOUR EVENT

Planning Your Event

Great events start with a solid plan. This section walks you through key logistics and details to consider to ensure a smooth, safe, and successful event experience for everyone involved.



IN THIS SECTION YOU'LL LEARN:

- **Select and prepare a venue that meets your event's technical and logistical needs.**
- **Set up and manage your event on myTEAMEvents.org.**
- **Recruit, train, schedule, and recognize an outstanding volunteer team.**
- **Determine the equipment and supplies required to host competitions ranging from small local events to large championships.**



HOST TIP

Start planning early and complete small tasks consistently so the event day is focused on supporting teams and volunteers rather than solving last-minute problems.



PLAN WITH
PURPOSE,
DELIVER WITH
CONFIDENCE.



3. Event Logistics Planning

Event Logistics Planning

[3.1 Selecting a Venue](#)

[3.2 Event Agenda](#)

[3.3 Event Budget](#)

[3.4 Food & Concessions](#)

[3.5 Hotels](#)

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3.1 Selecting a Venue

Choosing the right venue is one of the most important decisions you'll make as an Event Host. The venue should comfortably accommodate your expected number of teams, volunteers, and spectators while providing the resources needed to operate a safe, efficient, and enjoyable competition. As you evaluate potential venues, consider the event format, available amenities, accessibility, technology requirements, and your overall event budget.

TEAM Alliance has developed sample event layouts to help you estimate the space required for different event formats. These examples can be a valuable resource when discussing room configurations with venue staff and planning your event.

[Example Event Layouts](#)

 **HOST TIP:** A simple floor plan can save hours of adjustments on event day. Whether you use tape to mark the layout in the venue or create a scaled digital drawing, planning your event layout in advance helps optimize traffic flow, identify space limitations, and determine the appropriate number of teams your venue can support.

Venue Considerations

Select a venue that provides adequate space for all event activities, including:

- Team and Volunteer check-in
- Inspection
- Team pit or staging areas
- Competition fields
- Competition displays
- Queuing areas
- Spectator seating
- Walkways that allow safe movement throughout the venue

Whenever possible, choose a venue that allows teams and spectators to easily view the competition while minimizing congestion around the fields.

Accessibility

Your venue should be welcoming and accessible for all participants and guests. Consider:

- Compliance with ADA accessibility requirements (United States) or applicable local accessibility laws.
- Accessible entrances, restrooms, and seating.
- Accessible routes between parking areas and the competition.
- Accommodations for wheelchairs and other mobility devices.
- Easy access for teams, coaches, parents, volunteers, and spectators.

Accessibility benefits everyone and should be considered during the earliest stages of venue selection.

Parking

Convenient parking helps create a positive experience before teams even enter the venue. When evaluating parking, consider:

- Free parking whenever possible.
- Parking located close to the venue entrance.
- Adequate capacity for teams, volunteers, and spectators.
- Bus parking and student drop-off areas for schools.
- Accessible parking spaces.
- Clear directions and event signage to help attendees find the correct entrance.

Specific parking instructions can be added to your public event page so that teams and spectators easily find this information.

Electrical Planning

Reliable electrical service is essential for a successful event. Plan for power in locations such as:

- Team pit or staging areas for charging robots and devices.
- Competition displays.
- Laptops, printers, tablets, and other event technology.
- Audio equipment and microphones.

Before the event:

- Verify the venue has sufficient electrical capacity.

- Identify outlet locations during your venue walkthrough.
- Bring extension cords and power strips as needed.
- Secure all power cords with cable covers or tape to reduce tripping hazards.
- Avoid overloading electrical circuits.

Internet Requirements

A reliable internet connection is necessary to operate the TEAM Alliance competition application and support event operations. Before event day:

- Confirm **Wi-Fi coverage** throughout the competition area.
- Coordinate with the venue's IT staff to ensure internet access is available before teams arrive.
- Verify that the competition management devices can access the network.
- Whenever possible, provide a separate guest Wi-Fi network for teams, coaches, and spectators.

 **HOST TIP:** Run a practice event in the venue 1 - 3 months ahead of the event to test the WiFi to verify the devices can connect to the network and the event runs smoothly.

Budget Considerations

Venue costs are often one of the largest event expenses. As you compare facilities, consider the total cost, and not just the rental fee. Utilize the [Event Host Planning Tool](#) to create a custom budget for your event and add your venue costs. Potential costs may include:

- Facility rental
- Custodial or cleaning fees
- Security personnel
- Internet or technology fees
- Audio/visual equipment
- Tables and chairs
- Parking fees
- After-hours staffing
- Setup and teardown time
- Insurance

Selecting a venue that already includes many of these resources can significantly reduce both your costs and planning effort.

 **HOST TIP:** Schedule an on-site walkthrough with the venue several weeks before your event. Walk through the competition layout, identify power outlets and Wi-Fi coverage, confirm room access times, and discuss any facility-specific requirements. A one-hour walkthrough can prevent many common event-day challenges.

Restrooms & Water Access

Adequate restroom facilities and access to drinking water contribute to a comfortable experience for teams, volunteers, and spectators throughout the day. Events with a large number of attendees may place additional demands on venue facilities. Consider:

- Sufficient restroom capacity for your expected attendance.
- Accessible restroom facilities.
- Drinking fountains or bottle filling stations.
- Convenient access to water for volunteers who may be stationed throughout the venue.
- Nearby locations where attendees can refill reusable water bottles.

Sound System & Acoustics

Clear communication is essential for keeping the event running on schedule. Announcements should be easily heard by teams, volunteers, and spectators throughout the venue. Consider:

- Whether the venue has a built-in sound system or if one must be provided.
- Coverage throughout the competition, staging areas, and spectator areas.
- Wireless microphones for the announcer and event staff.
- Acoustics that minimize echoes and excessive background noise.
- Testing the audio system before teams arrive.

Food & Concessions

Some competitions may last an entire day or span a lunch break, making food and refreshments an important consideration for everyone attending. Consider:

- Whether the venue allows outside food and beverages.
- Availability of on-site concessions or vending machines.
- Nearby restaurants or grocery stores for teams and volunteers.
- Space for teams to eat lunch if food is brought from home.
- Opportunities for your organization to offer concessions as a fundraiser, if permitted by the venue.

Heating & Air Conditioning

The comfort of participants and spectators can have a significant impact on the overall event experience. Large gyms and multipurpose spaces can become warm and crowded as attendance increases. Consider:

- Heating and air conditioning appropriate for the season.
- Whether the venue can adjust temperatures during the event.
- Air circulation in competition and team areas.
- Opening doors or using fans if appropriate and approved by the venue.

- Planning for additional water availability during warmer conditions.

Loading & Unloading

Competition fields, signage, tables, chairs, technology, and other equipment often require multiple trips between vehicles and the venue. Convenient loading access can save significant setup and teardown time. Consider:

- A designated loading and unloading area close to the event space.
- Ground-level access or elevators if equipment must be moved between floors.
- Availability of carts or dollies for transporting equipment.
- Parking arrangements for vehicles during setup and teardown.
- Whether venue staff require specific loading procedures or access times.

 **HOST TIP:** During your venue walkthrough, follow the same path your volunteers will use to move equipment into the building. This simple exercise can help identify obstacles such as stairs, locked doors, long hallways, or limited loading access before event day.

Setup & Teardown Access

One of the most common issues Event Hosts encounter is having insufficient time to prepare the venue before teams arrive. Consider:

- When volunteers can begin setting up the venue.
- Whether setup can occur the evening before the event.
- How long the teardown is expected to take after the event concludes.
- Whether the rental agreement includes setup and teardown time or only the competition hours.
- Any requirements to return tables, chairs, or equipment to their original locations.

 **HOST TIP:** TEAM Alliance strongly recommends setting up your venue the afternoon or evening before the event whenever possible. Having the competition fields, staging areas, registration, displays, and technology ready before teams arrive reduces stress, gives you time to troubleshoot any last-minute issues, and allows volunteers to focus on welcoming teams instead of scrambling to finish setup.

3.2 Event Agenda

Developing an event agenda early in the planning process is important to help determine the resources needed to run the event. The event agenda will greatly depend upon the number of competition fields, volunteers and expected teams.

The event agenda posted on myTEAMevents.org should include the following activities:

- Team Check-in & Inspection
- Opening Ceremony
- SRM Missions and/or SRC Matches, Tech Trials & Finals Bracket
- Scheduled breaks (lunch breaks, etc.)
- Awards Ceremony

Since every event is unique, TEAM Alliance will assist you with creating the event schedule that works best for your venue and resources. TEAM Alliance also created an [Event Agenda Builder web tool](#) that you can use to determine how long SRM and SRC events will take based upon the number of competition fields and teams at the event. You can copy and paste agendas for your SRM and/or SRC events directly into your event page.

TEAM ALLIANCE EVENT RESOURCES

Build Your Event Agenda

Enter your event details to create an estimated schedule you can share with teams and volunteers.

1 Select the competition

SRM

SRC

For a combined event, create a separate agenda for each competition.

2 Event details

Event Type

Qualifying Event

SRM Program

BOLT Missions

Mission Fields

2

Mission Cycle Time

10 minutes

Minimum 10 minutes; maximum 20 minutes.

Number of Teams

12

3 Start of day

Team Check-In Starts

08:00 AM

Check-In & Inspection Duration

30 minutes

Opening Ceremony Duration

15 minutes

4 Lunch

☐ Include a lunch break

5 Closing

Awards Ceremony Duration

20 minutes

GENERATED AGENDA

BOLT Missions — Qualifying Event

Copy Agenda Print

Teams	Fields	Cycle	Estimated Day
12	2	10 min	4 hr 25 min

8:00 AM – 8:30 AM

Team Check-in & Inspection

Teams check in and complete required inspection.

8:30 AM – 8:45 AM

Opening Ceremony

Welcome, announcements, and event overview.

8:45 AM – 9:45 AM

Mission 1

12 teams • 2 Mission Fields • 10-minute cycle

9:45 AM – 9:55 AM

Break Between Missions

10-minute break before the next Mission round.

9:55 AM – 10:55 AM

Mission 2

12 teams • 2 Mission Fields • 10-minute cycle

10:55 AM – 11:05 AM

Break Between Missions

10-minute break before the next Mission round.

11:05 AM – 12:05 PM

Mission 3

12 teams • 2 Mission Fields • 10-minute cycle

12:05 PM – 12:25 PM

Awards Ceremony

Recognition and closing announcements.

12:25 PM

Event Concludes

Teams may depart after the event concludes.

Agenda Text

Copy and paste this version into your event page or an email.

BOLT Missions — Qualifying Event

8:00 AM – 8:30 AM — Team Check-In & Inspection

8:30 AM – 8:45 AM — Opening Ceremony

8:45 AM – 9:45 AM — Mission 1

9:45 AM – 9:55 AM — Break Between Missions

9:55 AM – 10:55 AM — Mission 2

10:55 AM – 11:05 AM — Break Between Missions

11:05 AM – 12:05 PM — Mission 3

12:05 PM – 12:25 PM — Awards Ceremony

HOST TIP: The competition application in myTEAMevents.org will generate the exact Match / Mission schedules for each team on the event day, so Event Hosts do not need to create Match / Mission schedules. The [Agenda Builder Tool](#) provides a good estimate to help provide times for each activity in your public agenda.

3.3 Event Budget

Developing an event budget is an important step in the planning process and helps ensure your event is both successful and **financially sustainable**. Every event is different, with costs varying based on the venue, event size, available resources, and support from sponsors or volunteers. Creating a budget early allows you to estimate expenses, identify potential funding sources, and avoid unexpected costs as your event approaches.

To simplify this process, TEAM Alliance provides an [Event Host Planning Tool](#) that includes common expense categories and automatically calculates totals as you enter your estimated costs. It also includes the expected income you will receive from TEAM Alliance based on the number of teams that attend the event. This tool can help you compare venue options, determine fundraising needs, and understand the overall financial picture before opening team registration.

Common Event Expenses

As you develop your budget, consider expenses such as:

Venue • Facility rental • Custodial or cleaning fees • Security personnel • Parking fees • Setup and teardown charges	Equipment & Supplies • Tables and chairs • Extension cords and power strips • Signage and printing • Office supplies • Decorations (optional) • Competition Fields & Game Kits
Technology • Internet or Wi-Fi fees • Audio system or microphones • Displays or monitors • Printers and printer supplies • Tablets or laptops	Awards & Recognition • Additional medals or trophies • Volunteer appreciation items • Team giveaways or event swag
Food & Hospitality • Volunteer meals and refreshments • Water for volunteers • Hospitality room supplies (if provided)	Transportation & Miscellaneous • Equipment transportation • Shipping costs • Insurance (if required) • Contingency for unexpected expenses

Funding Sources

Many Event Hosts offset event expenses through a combination of funding sources, including:

- TEAM Alliance Event Host payments
- Event Host Support Packages for Competition Fields & Awards (when available)
- Local business sponsorships
- Concession sales
- Support from the hosting organization or community partners

Budget Planning Tips

- Estimate costs conservatively and include a small contingency for unexpected expenses.
- Request quotes from venues and vendors before finalizing your budget.
- Confirm what the venue provides to avoid renting or purchasing duplicate items.
- Consider both one-time expenses and recurring costs if you plan to host events each season.
- Review your budget throughout the planning process and update estimates as information becomes available.

 **HOST TIP:** Build your budget before selecting your venue or opening team registration. Understanding your expected costs early will help you choose the right venue, identify sponsorship opportunities, and make informed decisions throughout the planning process.

3.4 Food & Concessions

Many teams, volunteers, and spectators spend an entire day at robotics competitions, making convenient access to food and beverages an important part of the event experience. Well-planned concessions can keep attendees on-site, improve overall satisfaction, and provide an excellent fundraising opportunity for your organization.

Before planning concessions, confirm the venue's policies regarding food service, outside food, and any permits or approvals that may be required.

Planning Your Concessions

Consider the following when developing your concession plan:

Location

Choose a location that is:

- Easy to find and access.
- Large enough to accommodate lines without blocking walkways.
- Close to electrical outlets if food warming equipment or refrigerators will be used.

- Convenient for both teams and spectators.

Menu Selection

Offer items that are affordable, easy to prepare, and quick to serve.

Popular options include:

- Pizza
- Hot dogs
- Nachos
- Pretzels
- Chips and snacks
- Granola or protein bars
- Candy
- Coffee
- Water
- Soft drinks
- Sports drinks

Consider offering healthier snack options and accommodating common dietary preferences whenever practical.

Payment Options

Whenever possible, accept:

- Credit and debit cards
- Mobile payment options
- Cash

Offering multiple payment methods can increase sales and reduce checkout delays.

Staffing

Assign volunteers specifically to concessions. Depending on the size of your event, consider volunteers for:

- Food preparation
- Cashier/payment processing
- Restocking supplies
- Maintaining cleanliness
- Food safety

Scheduling volunteers in shifts helps prevent fatigue during longer events.

Food Safety

Follow all applicable local health department requirements and food handling regulations. Be sure to:

- Maintain proper food temperatures.
- Keep preparation areas clean.
- Provide hand sanitizer or handwashing stations.
- Wear gloves when appropriate.

- Clearly label common food allergens when possible.

Supplies

Prepare enough supplies before event day, including:

- Plates, napkins, and utensils
- Cups
- Condiments
- Ice
- Trash bags
- Cleaning supplies
- Cash box or payment devices

Having extra supplies helps avoid interruptions during peak lunch periods.

3.5 Hotels

Most events are completed in a single day, so overnight accommodations are not typically necessary. However, some teams, volunteers, and event staff may choose to arrive the evening before if they have a long drive or are assisting with event setup.

If your event is expected to attract teams from outside the local area, consider identifying one or more nearby hotels and adding the information to your public event page in myTEAMevents.org. Providing lodging recommendations can make travel planning easier for visiting teams and volunteers while creating a more welcoming event experience.

Hotel Considerations

When selecting hotels to recommend, consider:

- Hotels located within a short drive of the venue.
- Hotels that include a complimentary breakfast to help teams and coaches start the day quickly.
- Free parking for guests.
- Nearby restaurants and grocery stores.
- Group rates or discounts for teams, if available.
- Accessible accommodations for guests with mobility needs.

You are not required to reserve room blocks or negotiate special rates, but doing so may provide additional value for teams traveling to your event.



HOST TIP: If your event regularly attracts teams from outside your area, contact nearby hotels several months in advance to inquire about group rates. Many hotels are willing to

offer discounted pricing for youth groups, especially if multiple rooms are expected to be booked. Include the hotel information and any group rate details on your public event page to make travel planning easier for coaches and families.

3.6 Emergency Planning

While emergencies are uncommon, every Event Host should be prepared to respond quickly and effectively if an unexpected situation occurs. Developing a simple emergency plan before event day helps protect participants, volunteers, and spectators while minimizing confusion during stressful situations.

Review emergency procedures with your key volunteers before the event begins and ensure everyone understands their roles should an emergency arise.

Emergency Planning Checklist

- ☐ Emergency exits identified
- ☐ Venue address readily available
- ☐ First aid kit and AED locations confirmed
- ☐ Emergency contact procedures reviewed
- ☐ Lost student procedure established
- ☐ Key volunteers briefed on emergency procedures
- ☐ Venue emergency procedures reviewed
- ☐ Local emergency numbers readily available

Emergency Planning Considerations

Before your event, identify and document the following:

Emergency Exits

Become familiar with all emergency exits and evacuation routes throughout the venue.

- Verify exits are clearly marked and unobstructed.
- Share evacuation procedures with key volunteers.
- Identify a designated outdoor gathering location if evacuation becomes necessary.

Emergency Medical Response

Know how medical emergencies will be handled. Consider:

- The address of the venue for emergency responders.
- Who will call emergency services if needed.
- The fastest route for emergency personnel to access the competition area.

- The location of the nearest hospital or urgent care facility.
- Whether venue staff have additional emergency procedures.

First Aid

Ensure basic first aid resources are readily available. Consider:

- Location of first aid kits.
- Availability of ice packs.
- Location of an Automated External Defibrillator (AED), if available.
- Volunteers who are trained in first aid or CPR.

Facility Emergencies

Discuss venue-specific procedures for situations such as:

- Fire alarms
- Power outages
- Severe weather
- Earthquakes, tornadoes, or other regional hazards
- Hazardous material incidents
- Building lockdowns or shelter-in-place situations

Venue staff are often the best resource for understanding emergency procedures specific to the facility.

Emergency Communication

Determine how important information will be communicated during an emergency.

Consider:

- Who will communicate with attendees?
- How will announcements be made?
- How will volunteers receive instructions?
- How emergency responders will be directed to the appropriate location.

Youth Safety Considerations

Because TEAM Alliance events primarily serve youth participants, additional planning should be considered to help ensure student safety during an emergency. Event Hosts should:

- Maintain appropriate adult supervision throughout the event.
- Help keep students with their team or designated supervising adult whenever possible.
- Know how to quickly locate coaches or Team Coordinators if a student needs assistance.
- Establish procedures for handling lost or separated students.

- Never release a student to an unknown adult without authorization from the student's Team Coordinator, parent, or guardian.
- Know how to contact venue staff and emergency responders if assistance is needed.

Incident Reporting

If an incident occurs during the event, document what happened as soon as it is safe to do so. Include the individuals involved, the actions taken, and any follow-up that may be required. Significant incidents involving participant safety or conduct should also be reported to TEAM Alliance as soon as practical so appropriate assistance and follow-up can be provided.

 **HOST TIP:** Before teams arrive, gather your key volunteers for a brief five-minute safety meeting. Review emergency exits, the location of first aid supplies and AEDs, who will contact emergency services, and how volunteers should communicate during an emergency. A short briefing helps everyone respond calmly and confidently if an unexpected situation occurs.

Event Photos and Videos

Photos and videos are a wonderful way to celebrate your event, recognize students and volunteers, and showcase the impact of your local robotics program. They also help TEAM Alliance and Sphero promote competitions and inspire future teams, volunteers, and Event Hosts.

You don't need professional equipment to capture great memories. A smartphone or digital camera is often all that's needed. Focus on capturing authentic moments that reflect the excitement, teamwork, and creativity of the day.

! Important: All participants in official Sphero Robotic events complete the TEAM Alliance Participant Release Form, which includes permission for TEAM Alliance and Event Hosts to photograph and record the event for promotional, educational, and program-related purposes. Event Hosts should still respect any venue, school, or local policies that may apply to photography or media at their event.

Recommended Photos & Videos

Consider capturing a variety of moments throughout the event, including:

- ☐ Teams arriving and checking in.
- ☐ Students collaborating, planning, and problem-solving.
- ☐ Teams practicing and competing.
- ☐ Volunteers supporting the event.
- ☐ Opening ceremony and event announcements.
- ☐ Team celebrations and sportsmanship moments.

- ☐ Awards ceremony and team recognition.
- ☐ Posed team photos with robots, medals, or trophies.
- ☐ Spectators cheering and enjoying the competition.

A mix of wide shots showing the energy of the event and close-up photos highlighting student engagement tells the story of the competition best.

Tips for Great Photos

- Capture natural moments rather than only posed pictures.
- Include students, volunteers, coaches, and spectators whenever possible.
- Photograph teams interacting with their robots and competition fields.
- Vary your shots with close-ups, mid-range, and wide-angle photos.
- If recording video for social media, capture a few **vertical (9:16) clips** in addition to traditional horizontal photos and videos.

 **HOST TIP:** Check to see if your school has a photography, journalism or media class that would be interested in documenting your event. Students gain valuable real-world experience while creating photos and videos that celebrate your competition and can be shared with your community.

4. Posting Your Event

Posting Your Event

[4.1 Posting an Event on myTEAMEvents.org](#)

[4.2 Step 1: Create Your Event on myTEAMEvents.org](#)

[4.3 Step 2: Add Additional Event Information](#)

4.1 Posting an Event on myTEAMEvents.org

Creating your event on **myTEAMEvents.org** is the first official step toward hosting a successful competition. Once your event is published, teams can begin registering, volunteers can start planning, and your event becomes part of the official TEAM Alliance competition schedule.

Before creating an event, **TEAM Alliance strongly recommends contacting us first**. This gives us an opportunity to discuss your event plans, confirm there are teams in your area, and help avoid scheduling conflicts with other nearby competitions. It's also a great time to learn about available **Event Host Support Packages**, borrow equipment if needed, and become familiar with the training resources available for Event Hosts and volunteers.

Before You Create an Event

Before posting your first event, make sure you have completed the following steps:

-  Contact TEAM Alliance to discuss your proposed event.
-  Create your account on **myTEAMEvents.org**.
-  Gather your basic event information, such as the venue, event date, competition format, and expected capacity.

The first time you visit the **Events** page in myTEAMEvents.org, you'll be asked to review and digitally sign the **TEAM Alliance Event Host Agreement**. This agreement outlines the responsibilities of both the Event Host and TEAM Alliance and helps ensure every event provides a consistent, high-quality experience for teams and volunteers.

Take time to review the agreement carefully. If you have any questions, we're happy to discuss them before you sign.

Once the Event Host Agreement has been completed, you'll be ready to create and publish your first event. You can review the Event Host Agreement at any time in your Events page on myTEAMEvents.org.

 **HOST TIP:** Contact TEAM Alliance as early as possible—ideally before securing a venue or announcing an event date. We can help identify the best timing for your event, connect you with nearby teams, recommend resources, and share support opportunities

that can make planning your first event even easier.

Creating an event in **myTEAMEvents.org** is a **two-step process**. This approach allows TEAM Alliance to review your basic event information before you spend time entering all of the event details that will appear on the public event page.

Step 1 is to create your event by entering the basic information, such as the event name, date, location, programs, and event format. Once submitted, TEAM Alliance will review the event to help ensure it is a good fit for your region, avoid conflicts with other nearby events, and answer any questions before moving forward.

After your event has been approved, you'll continue to **Step 2**, where you'll add the remaining event information that teams will see when registering, including the event schedule, parking instructions, food information, volunteer opportunities, hotel recommendations, and other helpful details. Once this information has been completed and approved, your event will be published on **myTEAMEvents.org** and open for team registration.

4.2 Step 1: Create Your Event on myTEAMEvents.org

To begin creating an event, navigate to the **Events** page in **myTEAMEvents.org** and select “**+ Create Event**”. During this first step, you'll enter the basic information TEAM Alliance needs to review your event request.

Initial Event Information

Event Name

Enter a name for your event. It's helpful to add descriptive characteristics to distinguish your event from other events. Examples:

- **Northern California Sphero Robotics Qualifier**
- **Florida Sphero Championship**

Event Format

Select the event format:

-  In-Person
-  Live Remote
-  Online Submission (SRM Events only)

Programs

Select each **Sphero program** that will be offered at your event. For each selected program, specify:

- Maximum number of teams
- Event Type
 - Prequalifier
 - Qualifier
 - Championship

Available Sphero programs include:

- **indi Missions**
- **BOLT Missions**
- **RVR Missions**
- **Sphero Robotic Competitions (SRC)**

Venue Information

Enter the venue name and complete venue address. This information will later be displayed on the public event page so teams know where the competition will be held.

Event Dates

Enter the event start and end dates. For most events, the start and end date will be the same. Multi-day events should include the full event date range.

Internal Notes (Optional)

If needed, include notes that will only be visible to TEAM Alliance staff. This is a good place to share information such as:

- Planning questions
- Special requests
- Additional event details that should not appear on the public event page

Submit for Approval

After completing the required information, select **Submit for Approval**.

TEAM Alliance will review the event request to ensure it is a good fit for the region, confirm there are no significant scheduling conflicts with nearby events, and verify that the selected event format and programs align with the needs of local teams.

During the review process:

- TEAM Alliance may contact you with questions or recommendations.
- If changes are needed, you'll receive a notification on your **Events** page describing what should be updated.

- Once the initial review has been approved, you'll be able to continue to **Step 2**, where you'll add the remaining event details before the event is published.

 **HOST TIP:** You don't need every event detail finalized before completing Step 1. The purpose of the initial review is to confirm that your proposed event is a good fit before you spend time entering all of the remaining information for the public event page.

4.3 Step 2: Add Additional Event Information

Once your event has received its initial approval, you'll receive an email notification that it's ready for the next step.

To continue, go to the **Events** page in **myTEAMevents.org**. Under **Events in Progress**, select the **ADD REQUIRED INFO** button next to your event. During this step, you'll provide the information that will appear on your public event page and help teams, volunteers, and TEAM Alliance prepare for your event.

Additional Event Information

Event Contact Email

By default, the Event Contact Email is your Event Host account email address. If you'd prefer questions from teams and volunteers to be sent to a different email address, you can update it here.

Registration Open & Registration Close Dates

Choose the dates when team registration will open and close.
TEAM Alliance recommends:

- Opening registration as early as practical to give teams plenty of time to plan.
- Closing registration approximately **two weeks before the event** to allow time to finalize schedules, volunteers, awards, and other event logistics.

If you're unsure what dates to select, TEAM Alliance is happy to help.

Event Agenda

Provide a detailed event agenda that includes estimated start and end times for each major activity. A clear agenda helps Team Coordinators:

- Plan transportation.
- Schedule meals.
- Know when teams should arrive.
- Estimate when the event will conclude.

Refer to the sample event agendas in this guide for ideas, or contact TEAM Alliance for assistance.

Key Volunteer Confirmation

Before an event can be published, the required Key Volunteers must be identified. If you are having difficulty identifying these Key Volunteers, please contact TEAM Alliance for assistance.

Event Management Operator

Select **Yes** once an Event Management Operator has been identified.
This volunteer is required for every TEAM Alliance event.

Head Referee / Head Evaluator

Select **Yes** once the required competition leadership has been identified.

- **Head Referee** — SRC events
- **Head Evaluator** — SRM events

Events **cannot be approved for publication** until these required volunteers have been confirmed. This is to help you with the planning process and ensure these roles have plenty of time to complete the recommended training.

General Event Information

Use this section to share helpful information with participating teams.
Examples include:

- What teams should bring.
- Check-in instructions.
- Meal or concession information.
- Practice field availability.
- Event-day reminders.
- Contact information for event questions.

Travel Information (*In-Person Events Only*)

Provide any travel information that may assist teams traveling to your event.
Examples include:

- Parking instructions.
- Hotel recommendations.
- Bus unloading procedures.
- Nearby restaurants.
- Entrance locations.

Facility Requirements (*In-Person Events Only*)

List any venue policies teams should know before arriving.

Examples include:

- Outside food or drink policies.
- Building entry procedures.
- Restricted areas.
- Required visitor check-in procedures.
- Parking restrictions.

If there are no special facility requirements, simply enter **"None."**

Volunteer Information

This section is visible to volunteers and provides an opportunity to recruit additional help.

Consider including:

- Volunteer opportunities available.
- Arrival times.
- Volunteer check-in location.
- Contact information for interested volunteers.
- Any special instructions for volunteers.

Webcast Link (*Optional*)

If your event will be livestreamed, enter the webcast link here. The link will appear on the public event page so families, friends, and supporters can watch remotely. If your event will not be livestreamed, leave this field blank.

Payment Information

This information is used by TEAM Alliance to process Event Host payments.

Complete the following fields carefully:

- **Payee Name** — The individual or organization the payment should be made payable to.
- **Mailing Address** — Where the payment check should be mailed.

Accurate payment information helps ensure your payment is processed without unnecessary delays.

Event Image (*Optional*)

By default, the public event page displays the TEAM Alliance logo. If you'd like to personalize your event page, you may upload a custom event logo or image.

Event Documents (Optional)

You may upload PDF documents that teams can download from the public event page. Examples include:

- Campus maps.
- Parking maps.
- Venue information.
- Special event instructions.

Most events do not require additional documents, so this section can be left blank.

Save or Submit for Publishing Review

When you've finished entering your event information, you'll have two options.

Save

Select **Save** to keep your progress and return later to continue editing your event.

Submit for Publishing Review

Select **Submit for Publishing Review** when your event information is complete. This will save the entered information and notify TEAM Alliance that your event is ready to be reviewed. TEAM Alliance will review the submitted information before publishing the event. During the review:

- TEAM Alliance may request changes or additional information.
- Any requested updates will appear on your **Events** page.
- Once approved, your event will be published on **myTEAMevents.org** and teams can begin registering.

5. Volunteers

Volunteers

[5.1 Volunteers Overview](#)

[5.2 Volunteer Recruitment](#)

[5.3 Volunteer Roles](#)

[5.4 Volunteer Scheduling](#)

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[5.6 Volunteer Check-in](#)

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5.1 Volunteers Overview

One of TEAM Alliance's core values is creating robotics competitions that are **easy to host and volunteer at**. Our events are intentionally designed to minimize the number of volunteers required while still delivering a fun, engaging, and high-quality competition experience. Many smaller events can be successfully operated with as few as **five to six dedicated volunteers**, making it easier for schools and organizations to host events without needing a large volunteer base.

Volunteers are the foundation of every successful event. From welcoming teams at registration to scoring matches, announcing the competition, managing technology, and presenting awards, volunteers help create a fun, organized, and memorable experience for everyone in attendance. While some volunteer roles require program-specific training, many positions simply require enthusiasm, reliability, and a desire to support students as they learn and compete.

One of the keys to a well-run event is building a volunteer team that is well-prepared, appropriately staffed, and appreciated for their contributions. Providing volunteers with the training, resources, breaks, meals, and recognition they deserve not only helps your event run smoothly but also encourages them to return for future events. Every positive volunteer experience strengthens your local robotics community and helps build a sustainable program for years to come.

Although the Event Host is ultimately responsible for ensuring all volunteer positions are filled, you do not have to do it alone. TEAM Alliance provides volunteer guides, role-specific training, and planning resources to help prepare your volunteer team for success. For larger events, we also recommend designating an Event Volunteer Lead to assist with recruiting, scheduling, training, and supporting volunteers before and during the event.

Our goal is to help you run events with the minimal number of volunteers.

Below is a quick estimate of the number of volunteers needed for individual SRM or SRC events (including the Event Host).

Event Type	Fields	Estimated Minimum Volunteers	Teams
SRM	1 Mission Field	5	Up to 8
SRM	2 Mission Fields	6	Up to 16
SRM	3 Mission Fields	7	Up to 24
SRC	1 Match Field & 1 Tech Trial Field	6	Up to 17

 **HOST TIP:** Every volunteer is a potential long-term advocate for your local robotics community. Investing time in recruiting, training, and recognizing volunteers today helps build a stronger volunteer network for future events.

5.2 Volunteer Recruitment

Recruiting volunteers is one of the most important responsibilities of an Event Host and should begin as early as possible. Successful events rely on a diverse team of volunteers working together to create a fun, organized, and welcoming experience for students and spectators. Starting your recruitment efforts several months before the event gives volunteers time to plan, complete any required training, and become familiar with their roles.

When recruiting volunteers, share the purpose behind your event—not just the volunteer opportunity. Many people are inspired by the chance to support students, encourage STEM education, and help create meaningful learning experiences. Helping potential volunteers understand the impact they can make is often the best recruitment tool.

Start with Your Existing Community

The best place to begin is with individuals who already have a vested interest in the success of your event or local robotics program. Consider recruiting:

- Parents and family members
- Teachers and school staff
- School administrators and board members
- Coaches and mentors
- Alumni and former participants
- Older siblings and family members

Many volunteer positions require little or no technical experience, making it easy for first-time volunteers to get involved.

Expand into Your Community

As your event grows, consider recruiting volunteers from the broader community. Building a network of experienced volunteers who support multiple events throughout the season strengthens your local robotics ecosystem and reduces the burden on any single organization. Potential volunteer sources include:

- Local businesses and corporate volunteer programs
- Colleges and universities
- Civic organizations and community groups
- Libraries and makerspaces
- Volunteer websites and social media
- Other robotics organizations and teams

These volunteers often bring valuable experience and may become long-term supporters of TEAM Alliance events.

Partner with Other Event Hosts

Volunteer recruitment doesn't have to happen in isolation. Consider working with nearby Event Hosts to build a shared volunteer community. Organizations can support one another by providing volunteers at neighboring events, allowing everyone to benefit from experienced volunteers while strengthening relationships across the region.

Recruiting Best Practices

- Begin recruiting several months before your event.
- Clearly communicate volunteer expectations, schedules, and training requirements.
- Match volunteers with roles that fit their interests and experience.
- Encourage teams to provide one or more volunteers to support the event.
- Whenever possible, recruit referees and evaluators who are not affiliated with competing teams to promote fairness and impartiality.
- Thank volunteers before, during, and after the event to encourage them to return in future seasons.

 **HOST TIP:** Begin recruiting early and continue building your volunteer team throughout the planning process. Many of your best volunteers will return year after year if they have a positive experience.

5.3 Volunteer Roles

Key Volunteer Roles

Every successful TEAM Alliance event is built around a dedicated team of Key Volunteers who provide leadership before, during, and after the competition. These volunteers oversee event operations, train and support other volunteers, and help ensure the competition is conducted safely, fairly, and consistently. Because these roles have a significant impact on the event experience, Key Volunteers are expected to review the appropriate training materials and, where required, complete TEAM Alliance training before serving in their role.

The following positions are considered Key Volunteer Roles and should be identified as early as possible during the event planning process.

Key Volunteer Role	Description	Allowed Age	Volunteers Needed
Event Host	Coordinates all aspects of the event and serves as the primary contact between the Event Host organization and TEAM Alliance to plan, organize, and deliver a successful competition. An Event Host cannot serve as a Head Evaluator or Head Referee at the event they are hosting. At smaller events the Event Host may serve as the Event Logistics Lead, Event Management Operator, and/or the Event Volunteer Lead.	18+	1
Event Logistics Lead	Assists the Event Host with planning, venue setup, equipment management, volunteer coordination, and overall event logistics to ensure the competition runs smoothly. For smaller events, this role may be done by the Event Host and Event Volunteer Lead.	18+	1
Event Management Operator	Sets up and manages the event technology, operates the competition management system, supports event operations, and trains volunteers to use the technology required for their assigned roles. For smaller events, this role may be done by the Event Host.	18+	1

Event Volunteer Lead	Recruits, welcomes, and supports volunteers by assigning responsibilities, answering questions, coordinating breaks, and helping ensure volunteers have a positive experience throughout the event. For smaller events, this role may be done by the Event Host.	18+	1
SRM Specific Key Volunteer Roles			
SRM Emcee	Serves as the public host of the SRM event by making announcements, introducing activities, engaging the audience, recognizing sponsors and volunteers, and presenting awards. Oversees the SRM events and may be tasked with starting the Mission Timers. If the event is running multiple SRM programs with different agendas, it's recommended to have a separate Emcee for each SRM Program (indi, BOLT, RVR).	15+	1 per SRM audience viewing area
SRM Head Evaluator	Serves as the subject matter expert on the SRM Competition Manual and Mission Objectives, trains Evaluators, and has final authority on rule interpretations and scoring decisions during the event. If the event has multiple SRM programs, consider adding additional SRM Head Evaluators if they are separated in different rooms at the event.	18+	Minimum 1, Recommend 1 per indi, BOLT, and RVR program
SRC Specific Key Volunteer Roles			
SRC Emcee	Serves as the public host of the SRC event by making announcements, introducing activities, engaging the audience, recognizing sponsors and volunteers, and presenting awards. Oversees the SRC event and may be tasked with starting the Team vs Team Match Timer.	15+	1 per SRC audience viewing area
SRC Head Referee	Serves as the subject matter expert on the SRC Competition Manual, trains Scorekeepers and referees, and has final authority on rule interpretations and match rulings during the event.	18+	1

General Volunteer Roles

General Volunteers play an essential role in creating a smooth, organized, and enjoyable event experience. These volunteers support the day-to-day operations of the competition by welcoming teams, assisting with event logistics, guiding participants, and helping competitions stay on schedule. While TEAM Alliance provides optional training resources for each volunteer

role, most General Volunteers can be successfully trained by the Key Volunteers during event setup or before the competition begins. Many of these roles require enthusiasm, organization, and a willingness to help rather than technical knowledge or previous experience.

General Volunteer Role	Description	Allowed Age	Volunteers Needed
Team Check-in	Welcomes teams upon arrival, confirms attendance, verifies required team information, and distributes event-day materials and information. For larger events with multiple programs, consider adding a second person to avoid congestion. This volunteer can transition to be a Queuer after Team Check-in is complete.	13+	1-2
Volunteer Check-in	Greets volunteers as they arrive, assists with check-in, distributes volunteer resources, and directs volunteers to their assigned areas. This volunteer can transition to be a Queuer after Volunteer Check-in is complete.	13+	1
Event Setup & Teardown Crew	Assists with transporting equipment, assembling competition fields, setting up signage, tables, displays, and technology before the event, and returning the venue to its original condition after the competition concludes.	No age minimum	As many as you can!
SRM Specific General Volunteer Roles			
SRM Inspector	Confirms compliance with the TEAM Alliance Student-Centered™ policy and Field part rules with teams per the SRM Competition Manuals before teams participate in the competition. At many events, Evaluators and the Head Evaluator can also fulfill this role.	15+	2 for every 10 teams
SRM Evaluator (indi Evaluator, BOLT Evaluator, RVR Evaluator)	Observes teams as they complete Mission Objectives and scores performances in accordance with the SRM Competition Manual. Recommended that they have an understanding of programming concepts for scoring Missions.	15+	1 per SRM Mission Field
SRM Queuer	Keeps the event running on schedule by confirming team attendance, organizing the	13+	1 per SRM Program

(indi Queuer, BOLT Queuer, RVR Queuer)	queuing area, and directing teams to the correct SRM competition fields at the appropriate time. If running multiple SRM programs at the same event, have at least one Queuer per program.		(indi, BOLT, and/or RVR)
SRM Runner	Assists the SRM Queuer(s) by locating teams that are due to compete and escorting them to the queuing area. This role is especially valuable at larger events where team staging areas are separated from the competition fields.	No age minimum	Optional: 1-2 per Queuing area
SRC Specific General Volunteer Roles			
SRC Team vs Team Match Scorekeeper	Observes and records scores for SRC Team vs. Team Matches in accordance with the SRC Competition Manual. Having two Scorekeepers helps to speed up the scoring process, but it can also be done using a single Match Scorekeeper, if needed.	18+	1-2 per Field
SRC Tech Trial Scorekeeper	Observes and records scores for SRC Tech Trials in accordance with the SRC Competition Manual.	18+	1 per Field
SRC Inspector	Reviews robots with teams to verify compliance with the SRC Competition Manual before teams participate in the competition. At many events, Scorekeepers and the Head Referee can also fulfill this role.	18+	2 for every 10 teams
SRC Team vs Team Match Queuer	Keeps the event running on schedule by confirming team attendance, organizing the queuing area, and directing teams to the correct SRC Team vs Team Match competition fields at the appropriate time.	13+	1
SRC Tech Trial Queuer	Keeps the event running on schedule by confirming team attendance, organizing the queuing area, and directing teams to the correct SRC Tech Trial competition fields at the appropriate time.	13+	1
SRC Runner	Assists the SRC Queuer(s) by locating teams that are due to compete and escorting them to the queuing area. This role is especially valuable at larger events where team staging	No age minimum	Optional: 1-2 per Queuing area

	areas are separated from the competition fields.		
SRC Field Resetter	Assists with resetting the SRC fields between matches. Great opportunity for younger students to become involved! Teams playing the match can do this role if there are no additional volunteers available.	No age minimum	Optional: 2-4 per field

5.4 Volunteer Scheduling

Once you've recruited your volunteers, the next step is organizing them into the appropriate roles and shifts. Creating a volunteer schedule in advance helps ensure every position is covered, volunteers know where they are expected to be, and the event runs smoothly from start to finish.

There are many free and low-cost tools available to help organize volunteer sign-ups. Many Event Hosts successfully use platforms such as: [SignUpGenius](#), [SignUp.com](#), [VolunteerLocal](#), **Google / Microsoft Forms**, or similar scheduling tools to collect volunteer information, assign roles, and communicate event details. Choose the system that best fits your organization and volunteer community.

When creating your volunteer schedule, be sure to:

- Assign volunteers to specific roles and shift times.
- Clearly communicate volunteer arrival times and expected shift lengths.
- Schedule breaks and meal coverage, especially for volunteers serving all day.
- Identify backup volunteers or floaters who can fill in if needed.
- Share event information, parking instructions, and training resources before event day.
- Provide volunteers with a point of contact in case they have questions or are running late.

Finalize your volunteer schedule several days before the event whenever possible. This gives volunteers time to review their assignments, ask questions, and complete any recommended training before they arrive.

5.5 Volunteer Training

Providing volunteers with the knowledge and confidence to perform their roles is one of the best ways to ensure a successful event. While some Key Volunteer positions require formal TEAM Alliance training, many General Volunteer roles can be learned through short training resources and an event-day orientation led by your Key Volunteers.

TEAM Alliance has developed role-specific training materials designed to help volunteers understand their responsibilities before they arrive at the event. These resources are intended to reduce event-day training time, improve volunteer confidence, and create a more consistent experience across all TEAM Alliance competitions.

TEAM Alliance will add links to volunteer training resources here by October 2026.

5.6 Volunteer Check-in

A positive volunteer experience begins the moment volunteers arrive at your event. A well-organized check-in process helps volunteers feel welcomed, prepared, and confident in their responsibilities before the competition begins. Designating a **Volunteer Check-in area** and having the **Event Volunteer Lead** or another experienced volunteer greet each person helps ensure everyone starts the day with the information they need.

During volunteer check-in, consider the following best practices:

- Welcome volunteers and thank them for supporting the event.
- Confirm each volunteer's attendance and assigned role.
- Provide a name badge, volunteer schedule, and any role-specific materials.
- Distribute volunteer shirts or other event items, if applicable.
- Direct volunteers to their work areas and introduce them to their Key Volunteer or supervisor.
- Review the event schedule, break times, and meal arrangements.
- Briefly review emergency procedures, volunteer expectations, and who to contact if they need assistance during the event.

Taking a few minutes to personally welcome and orient volunteers helps build confidence, reduce confusion, and creates a positive experience that encourages volunteers to return for future events.

Event Hosts can consider organizing **Volunteer Welcome Packets** that include the following:

- ☐ Name badge
- ☐ Volunteer schedule
- ☐ Role assignment
- ☐ Volunteer training materials or 1-pagers for their role
- ☐ Venue map (optional)
- ☐ Meal or concession information
- ☐ Location for volunteers to leave personal belongings
- ☐ Wi-Fi information (if applicable)
- ☐ Emergency contact information
- ☐ Volunteer appreciation item (if provided)

 **HOST TIP:** Open volunteer check-in at least 30–60 minutes before the volunteer meeting or event setup begins. This gives volunteers time to check in, get settled, ask questions, and become familiar with the venue before the competition starts.

5.7 Volunteer Recognition

Volunteers generously give their time, energy, and talents to create memorable experiences for students. Taking the time to recognize and appreciate their contributions not only makes volunteers feel valued, but also encourages them to return for future events. Building a strong volunteer community starts by creating a positive experience from the moment volunteers arrive until long after the event concludes.

Before & During the Event

Small gestures can make a big difference in helping volunteers feel supported throughout the day. Consider:

- Providing water, snacks, and refreshments throughout the event.
- Offering lunch or meal vouchers for volunteers serving a full day.
- Scheduling regular breaks, especially for volunteers in physically demanding or highly interactive roles.
- Providing a designated volunteer break area where volunteers can relax and recharge.
- Providing volunteer shirts, name badges, or other items that help identify volunteers and make them feel part of the event team.
- Frequently thanking volunteers throughout the day for their contributions.

Recognizing Volunteer Contributions

A simple expression of appreciation can leave a lasting impression. Ideas include:

- Present volunteers with certificates of appreciation or community service documentation.
- Provide a small token of appreciation, such as an event souvenir, gift card, or TEAM Alliance / Sphero merchandise.
- Recognize volunteers during the awards ceremony or on social media (with their permission).
- Publicly thank volunteers during opening or closing announcements.
- Send a personal thank-you email or handwritten note after the event.

Stay Connected

One of the best ways to build a strong volunteer community is to maintain relationships after the event. Consider:

- Sending a follow-up email thanking volunteers for their service.
- Asking for feedback about their volunteer experience and suggestions for future events.
- Inviting volunteers to support future TEAM Alliance events.
- Keeping a list of experienced volunteers who may be interested in serving at future competitions or taking on leadership roles.

Every positive volunteer experience strengthens your local robotics community and helps create a reliable team of volunteers who will return year after year.



HOST TIP: Volunteers are much more likely to return if they feel welcomed, supported, and appreciated. A sincere thank you, regular breaks, a meal, and recognition for their contributions often have a greater impact than an expensive gift.

6. Equipment & Supplies

Equipment & Supplies

[6.1 Equipment & Supplies Overview](#)

[6.2 Competition Equipment](#)

[6.3 Technology](#)

[6.4 Electrical Planning](#)

[6.5 Awards](#)

[6.6 Miscellaneous Supplies](#)

6.1 Equipment & Supplies Overview

Once you've selected your venue and developed an event layout, the next step is identifying the equipment and supplies needed to successfully operate your competition. Your event layout serves as the foundation for this planning process by helping you determine what resources are required, where they will be located, and how many of each item you'll need.

Every event is unique, with equipment needs varying based on the event format, number of teams, venue size, and available resources. As you plan, consider each area of your event—from the competition fields and team staging areas to registration, volunteer workspaces, awards, and technology. Creating a detailed equipment checklist early in the planning process helps ensure nothing is overlooked and provides time to borrow, purchase, or reserve any items before event day.

[Example Event Layouts](#)

The following sections outline the common equipment and supplies used at TEAM Alliance events and provide recommendations to help you prepare for a successful competition.

 **HOST TIP:** As you finalize your event layout, walk through each area of the venue and ask yourself, *"What equipment or supplies will volunteers and participants need here?"* Building your equipment checklist room by room is one of the easiest ways to ensure you're fully prepared before event day.

6.2 Competition Equipment

Competition Fields

The number of competition fields you'll need depends on several factors, including the number of teams attending your event, the event format, and your desired event schedule. Larger events or events with shorter completion times may benefit from additional competition fields, while smaller events can often be run successfully with fewer fields.

Program	Estimated Number of Competition Fields
SRM Qualifying Events	1 Field per 8 teams (round up if more than 8 teams)
SRM Championship Events	1 Field per 6 teams (round up if more than 6 teams)
SRC: 10 - 17 Teams	2 Fields (1 Team vs Team & 1 Tech Trial Field)
SRC 18+ Teams	4 Fields (2 Team vs Team & 2 Tech Trial Fields)

Notes:

- For SRM events, each program will need their own fields. The minimum should be two fields per program, but more can be used to speed up the event.
- For SRC events, there needs to be the same number of Team vs. Team Fields as Tech Trial Fields for the scheduling to work properly.

If you're unsure how many competition fields your event requires, TEAM Alliance is happy to help. Our staff can provide recommendations based on your expected team count and event format to help you create an efficient competition schedule.

TEAM Alliance may also offer **Event Support Packages** that help reduce or eliminate the cost of competition field equipment for qualifying Event Hosts. **Contact TEAM Alliance to learn about current support package opportunities.**

Competition fields and official game elements can be purchased directly from **Sphero** or through your authorized Sphero sales representative. If you need additional fields for a larger event, consider reaching out to nearby schools, teams, or Event Hosts. Many organizations are willing to loan competition fields or game elements, helping reduce costs while strengthening your local robotics community.

Program	Product Link
SRM - indi	indi Competition Mat
SRM - BOLT	BOLT Competition Mat
SRM - RVR	RVR Competition Mat
SRC - Blueprint Robotics	SRC Field Tiles & Perimeter Field & Game Elements

Tables and Chairs

Tables and chairs are used throughout the event to support teams, volunteers, competition operations, and spectators. As you develop your event layout, identify where tables and chairs

will be needed and confirm whether they are provided by the venue or need to be rented or borrowed.

The following recommendations can help you estimate your table and chair needs.

Event Area	Recommended Tables & Chairs
Team Staging Area	One 6-foot or 8-foot table (or similar) per team with a minimum of 2 chairs . Additional chairs are recommended if available for additional students, Team Coordinators, or family members.
Team Check-in	1–2 tables with chairs for volunteers. Provide space for laptops, team packets, and registration materials.
Volunteer Check-in	1 table with chairs for volunteer check-in, name badges, schedules, and volunteer resources.
Inspection	One or more tables with chairs for Inspectors. Ensure adequate workspace for teams and inspection materials.
Queuing	One table with chairs for each of the queuing areas, and space for schedules, clipboards, and the teams to stage their equipment.
Competition Field Area	Tables for laptops, a printer, device charging stations, audio equipment, competition manuals, and awards. Provide several chairs for volunteers to use between Matches / Missions.
Audience Seating	Bleachers or folding chairs with clear views of the competition fields. Ensure aisles and emergency exits remain unobstructed.

Competition Field Dividers

Competition field dividers help create a safe and organized competition area by clearly defining the **boundary between the competition fields and spectator or team viewing areas**. They help direct foot traffic, reduce distractions for competing teams, and ensure that only authorized volunteers and participants have access to the competition fields during matches.

Whenever possible, position dividers to create designated entry and exit points for teams while maintaining clear pathways for volunteers and emergency access. Rope barriers, retractable belt stanchions, or other portable crowd-control barriers are all effective options.

 **HOST TIP:** Leave enough space inside the dividers for volunteers to move comfortably around the competition fields, while providing adequate room outside the barriers for teams and spectators to watch the competition without blocking walkways.

6.3 Technology

Technology plays an important role in delivering a smooth and engaging competition experience, but hosting a successful TEAM Alliance event **doesn't require purchasing a large amount of new equipment**. Many schools and organizations already have much of the technology needed, and the competition system is **designed to be flexible** so Event Hosts can make the best use of their existing resources.

Depending on your event size and available equipment, technology may be used for event management, team check-in, robot inspection, scoring, timing, queuing, audience displays, awards, and printing event materials. Common equipment includes laptops, tablets, charging stations, printers, TVs or projector screens, speaker systems, wireless microphones, and field displays.

Every event is different, and there are often multiple ways to accomplish the same task. For example, an organization with a laptop cart and only a few tablets may choose to use laptops for team check-in, inspection, event management, and audience displays, while reserving tablets for scorekeeping at the competition fields. Other organizations may prefer to use tablets for most event activities and dedicate laptops to competition management and printing. The key is to develop a technology plan that makes the best use of the equipment you already have while ensuring volunteers have the tools they need to perform their roles effectively.

Below are the common event activities and the various technology options available to perform these activities. Review the example [Event Layouts](#) to view where these devices are used during the event.

✓ Commonly Used ✗ Less Common

Activity	 Laptop	 Tablet	 TV/Projector	 Printer
Event Management	✓	✗		
Team Check-in	✓	✓		
Volunteer Check-in	✓	✓		
Inspection	✓	✓		
Queuing	✗	✓		
Scorekeeping	✗	✓		
Timer Controls	✗	✓		

Display Controls	✓	✓		
Main Displays	✓ <i>Run browser</i>	✓ <i>Run browser</i>	✓ (Large)	
Status Displays	✓ <i>Run browser</i>	✓ <i>Run browser</i>	✓ (Large / Medium)	
Field Displays (SRC)	✓	✓	✓ (Small)	
Printing Schedules & Competition Resources	✓ <i>Run browser</i>	✓ <i>Run browser</i>		✓
Award Scripts	✓	✓		✓

WiFi & Internet Access



The TEAM Alliance Competition Application is a **browser-based system**, so a **reliable Wi-Fi connection is required** to operate the event. Wired ethernet connects can also be used, but typically **connecting devices wirelessly provides more flexibility**. Internet access is used for event management, team check-in, inspection, scoring, queuing, audience displays, and other event operations. Before event day, verify that the competition venue has consistent Wi-Fi coverage and **coordinate with the venue's IT staff to ensure the network is available** when volunteers begin setting up. The devices used to run the competition application **are not required to be on the same network**. They only need to be **connected to the internet and can access a web browser**.

Whenever possible, request a dedicated Wi-Fi network for event operations and a separate guest network for teams, coaches, and spectators. Separating event devices from guest traffic can improve performance and reduce the likelihood of connectivity issues during the competition. It is also a good idea to **test the Wi-Fi connection throughout the venue during setup** to identify and resolve any coverage issues before teams arrive.

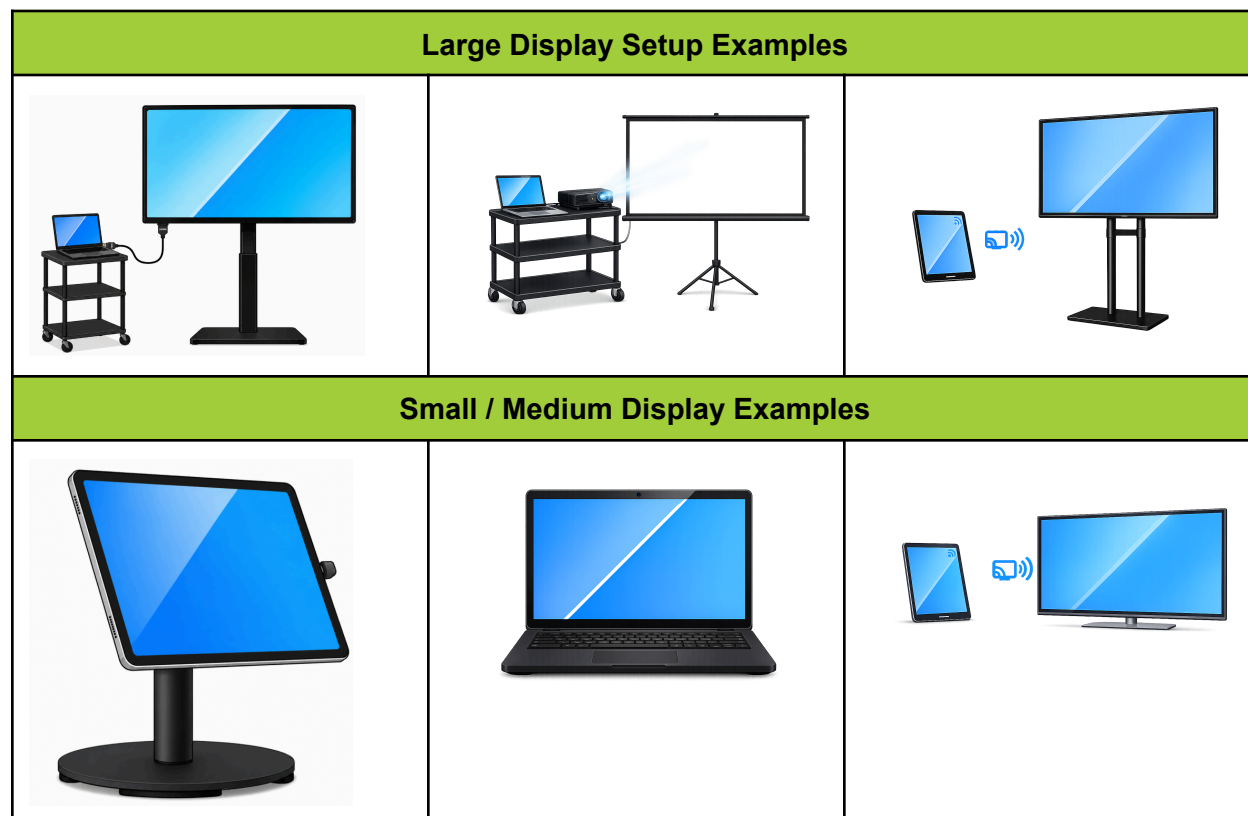
 **HOST TIP:** Schedule a brief meeting with the venue's IT staff before the event to confirm Wi-Fi availability, network credentials, coverage areas, and any firewall or security settings that could affect access to the TEAM Alliance competition application. A few minutes of preparation can help prevent technology issues on event day.

Displays

Various types of displays are used during the competition to share information with the teams, volunteers, and event attendees. Because the competition application is browser-based, the displays must be capable of opening a web browser. This can be accomplished by using a Smart TV with a built-in browser, connecting a laptop or tablet to the display using an HDMI



cable and extending the device's screen, or wirelessly mirroring a screen from a laptop or mobile device.



Main Displays:

Main Displays provide teams, volunteers, and spectators with real-time competition information throughout the event.

- At SRM events, the Main Display is primarily used to show the Mission Event Timer.
- At SRC events, the Main Display primarily shows the Match Timer, upcoming match information, and recently completed match results.

To ensure everyone can easily view the competition status, Main Displays should be **large**, **centrally located**, and visible from most areas of the venue. Large TV monitors (including Smart TVs) or projectors with projection screens are the most common Main Display options.

Status Displays:

Status Displays show additional event information and are located in various areas around the event. At the beginning of the event, Status Displays often show the Team Check-in and Inspection status. Once the event matches begin, these displays can be changed to show schedules and ranking information.

Each SRM and SRC event must have **at least one Status Display** located near the Team Setup Area. Additional Status Displays can be located near the audience or areas with high traffic so that event attendees can regularly check the status of their teams.

Field Displays: (SRC Events Only)

Field Displays are smaller displays, typically the size of a laptop screen, tablet or small computer monitor. These displays are assigned to specific Match and Tech Trial Fields that show timer information for the teams and Scorekeepers at that field.

- **SRC Tech Trial fields** can use a Field Display as their sole timer display. Verify these have sound capability so teams can hear the Tech Trial start and end sounds. If a smaller device is not available, you can also use a larger monitor.
- **SRC Team vs Team Match Fields** benefit from having Field Displays because they can be easier for students to see the timer during the match. These are optional, so if you do not have extra display resources, these can be omitted, but try to ensure teams can see the Main Display during the match.

Tablets & Laptops

Tablets and laptops are used for multiple purposes during the event. In some cases, they can be used interchangeably so that you can use the resources you already have available. Below are the recommended device types based on the event activity.

Event Management

The Event Host and Event Management Operator will be interacting with the competition application throughout the event set up and event day. You will need a **minimum of one laptop or tablet** dedicated for this activity. This device is **commonly located at the printer table** so that the competition resources can be quickly printed.

Team Check-in & Inspection

Team Check-in and Inspection volunteers use the TEAM Alliance Competition Application to record each team's status throughout the event. These activities can be performed using either **laptops or tablets**, allowing Event Hosts to use the technology they already have available. If you don't have enough devices for every volunteer, Team Check-in and Inspection can also be completed using paper forms. A designated volunteer can then enter the information into the competition application from a single device, ensuring all team records remain up to date.

Entering Scores & Controlling Timers

The competition application includes interfaces for volunteers to enter scores and control the timers.

- **Evaluators (SRM) and Scorekeepers (SRC) most commonly use tablets** to enter scores and start/stop the timers. Try to find **tablet cases that have a hand strap** to make them easier to hold. If tablets are not available, then paper score sheets can be

used and entered into the Event Management laptop. The timers can also be controlled by the Event Management device if tablets are not available.

- **Emcees / Announcers most commonly use a tablet** to view upcoming team information, control timers, and view scores so they can share this information with the audience. If extra tablets are not available, the Emcee can use printed schedules to see team information.

Printer

Although much of the competition is managed digitally, a **reliable printer remains an essential piece** of event equipment. Printers are commonly used to produce team schedules, event signage, competition materials, award scripts, and other documents throughout the day. Having a printer **readily available** allows Event Hosts to quickly respond to schedule changes and print additional materials as needed.

For the best experience, TEAM Alliance recommends **using a fast laser printer**. A black-and-white printer is sufficient for most events, although a color printer may also be used if it provides comparable print speeds. Slower inkjet printers can create unnecessary delays, particularly when printing schedules for teams and volunteers.

Before your event:

- **Test the printer** to ensure it is working properly and can communicate with the event laptop.
- Use a fast laser printer whenever possible.
- Keep **extra paper and toner** (or ink) on hand.
- Install any required printer drivers before arriving at the venue.
- If available, have a backup printer ready in case of equipment failure.
- **Locate the printer near the Event Management laptop** to avoid delays caused by walking to another room or building each time documents need to be printed.

 **HOST TIP:** Printers are one of the most common technology issues at events. Testing your printer before event day—and again during setup—can prevent unnecessary stress and keep the competition running on schedule.

Audio System & Music

A clear and reliable audio system helps keep your event organized, on schedule, and engaging for teams and spectators. Announcements from the Master of Ceremonies (Emcee), timer sounds, award presentations, and other event updates should be easily heard throughout the venue.

Whenever possible, utilize the venue's existing sound system. If a built-in system is not available, consider renting or borrowing a portable public address (PA) system that provides adequate coverage for the competition and spectator areas.

At a minimum, your audio system should include:

-  **Speakers** capable of broadcasting announcements and competition timer sounds throughout the venue.
-  **One to two wireless microphones** for the Emcee and other event staff, allowing them to move freely while making announcements.
-  The **ability to connect a laptop** or other device that will play timer sounds and other event audio.

Before teams arrive, **test the entire audio system** to verify microphone levels, speaker coverage, and timer volume. Clear, consistent audio improves communication, reduces confusion, and creates a more professional event experience.

 **HOST TIP:** Have a **spare set of batteries** (or fully charged rechargeable batteries) available for wireless microphones. Fresh batteries can prevent unexpected interruptions during opening ceremonies, competition announcements, and the awards presentation.

Background music can help create an energetic and welcoming atmosphere throughout your event. However, Event Hosts are responsible for ensuring they have the **appropriate rights or licenses to publicly play music at their event**.

If your event will be live streamed, additional copyright restrictions may apply. Many popular streaming services, such as Spotify, Apple Music, Amazon Music, and YouTube Music, are intended for personal listening and may not authorize public performance or inclusion in a live broadcast. Unauthorized music may result in muted audio, copyright claims, or removal of recorded or live-streamed content from online platforms.

Before your event, consider:

- Reviewing the terms of any music streaming service you plan to use.
- Determining whether your event will be recorded or live streamed.
- Using properly licensed music or royalty-free music libraries for events that will be streamed or recorded.
- Consulting your venue or organization's existing music licensing agreements, as some schools or facilities already maintain public performance licenses.

 **HOST TIP:** If your event will be live streamed, the simplest approach is often to use royalty-free or properly licensed background music. This helps avoid copyright claims and ensures your event recording can be shared online without interruptions.

6.4 Electrical Planning

Reliable **electrical power** is essential for a successful event. Competition technology, displays, audio equipment, printers, laptops, tablets, and team charging stations all depend on safe and dependable power throughout the day. Taking time to develop an electrical plan before the event helps prevent unexpected outages, reduces tripping hazards, and ensures volunteers have the power they need to keep the competition running smoothly.

During your venue walkthrough, identify the **location of electrical outlets** and determine where extension cords and power strips will be needed. Whenever possible, distribute electrical loads across multiple circuits rather than relying on a single outlet.

Extension Cords

Extension cords are often needed to provide power to competition fields, registration areas, displays, and team staging areas. Best practices include:

- Use heavy-duty extension cords that are appropriate for indoor event use.
- Select cords that are long enough to reach equipment without creating unnecessary slack.
- Route cords along walls or under tables whenever possible.
- Secure cords crossing walkways using cable covers or gaffer tape to reduce tripping hazards.
- Inspect cords before use and replace any that are damaged or worn.

Power Strips

Power strips make it easy to connect multiple devices at a single location, particularly at event management tables and competition fields. When using power strips:

- Choose quality power strips with built-in surge protection whenever possible.
- Do not overload a single power strip with high-power devices.
- Position power strips where they are easily accessible but protected from foot traffic.
- Keep power strips off wet floors or areas where liquids may be spilled.

Electrical Safety

A safe electrical setup protects volunteers, participants, and equipment. Keep these safety practices in mind:

- Inspect extension cords and power strips before the event.
- Secure all cords that cross walkways using cable covers or tape. **Gaffers or wrestling mat tape** is recommended because it typically does not leave residue when removed.
- Avoid creating trip hazards in team, volunteer, and spectator areas.
- Do not overload electrical outlets or circuits.

- Keep electrical equipment away from water and beverages.
- Follow any electrical or facility requirements established by the venue.

Backup Power

While power interruptions are uncommon, having a backup plan can minimize disruptions if they occur. Consider having:

- Spare extension cords and surge protectors.
- Paper competition materials (scoresheets, schedules, etc.)
- Extra charging cables and power adapters.
- Fully charged laptops and tablets before the event begins.
- Portable battery packs for tablets or mobile devices.
- Access to an alternate printer or display device if critical equipment fails.
- Contact information for venue staff who can assist if electrical issues arise.

 **HOST TIP:** Before event day, create a simple electrical map showing where each major piece of equipment will be plugged in. During setup, verify that every outlet is working and that extension cords, power strips, and cable covers are in place before teams and spectators arrive. A little planning ahead of time can prevent both safety concerns and last-minute troubleshooting.

6.5 Awards

In-Person Event Awards

Awards are one of the highlights of the event and should be prepared well before the awards ceremony. The **competition manuals** include the required awards given for each SRM and SRC event. TEAM Alliance partners with Sphero to **provide Event Host Award Support Packages** that will include award ribbons, medals and trophies. Contact TEAM Alliance to learn more about acquiring awards materials.

Before the event:

- Verify that all award materials have arrived.
- Confirm the correct award names and quantities.
- Organize awards in presentation order.
- Designate a secure location to store awards until the ceremony.

Before the Award Ceremony:

- Enter award winners into the competition application.
- Print out award scripts or pull them up on a tablet.
- Determine who will announce the award winners and read the award scripts.

- Share with the teams where to come down to receive their awards.
- Share with audience members where they can take pictures during the award ceremony.

The competition application automatically uses tiebreaker criteria to minimize ties, but in a rare occurrence if a tie still exists and more than one team is awarded the same award, TEAM Alliance will work with you to provide the team their appropriate awards after the event.

Preparing awards in advance helps ensure the awards ceremony runs smoothly and provides a memorable conclusion to the competition.

Live Remote Event Awards

Live Remote Events may have the option to provide awards to teams if the events:

- Include teams that all qualify for the same Championship event.
- Include a minimum number of teams determined by TEAM Alliance each season.

If the event is eligible for offering awards, then the Event Host will receive the Award Support Package from TEAM Alliance, and then the Event Host will be responsible for mailing the awards to each of the winning teams.

If the Live Remote Event does not offer awards, then the event will still post scores to the Global Leaderboard.

Online Submission Event Awards

Only Championship Events will offer awards for Online Submission entries. The Event Host will receive the Award Support Package from TEAM Alliance, and then the Event Host will be responsible for mailing the awards to each of the winning teams.

6.6 Miscellaneous Supplies

While competition equipment and technology are essential, it's often the smaller supplies that keep an event running smoothly. Creating a checklist of miscellaneous supplies early in the planning process helps prevent last-minute trips to the store and ensures volunteers have the tools they need throughout the day.

The following categories highlight some of the most commonly used miscellaneous supplies at events.

Signage

Clear signage helps teams, volunteers, and spectators navigate the venue with confidence. Well-placed signs reduce confusion, improve traffic flow, and minimize the number of questions volunteers need to answer. Common signs include:

- Event entrance
- TEAM Alliance Event Banners (included in Event Host Support packages)
- Team Check-in
- Volunteer Check-in
- Team Staging Area
- Inspection
- Queuing
- Competition Fields
- Practice Areas
- Spectator Seating
- Restrooms
- Emergency Exits
- Wi-Fi Information (optional)

Whenever possible, use large, easy-to-read signs that can be seen from a distance.

Office Supplies

Having basic office supplies readily available helps volunteers quickly resolve unexpected situations throughout the event. Recommended supplies include:

- Pens and pencils
- Permanent markers
- Highlighters
- Clipboards
- Sticky notes
- Tape
- Scissors
- Stapler and staples
- Paper clips and binder clips
- Notepads
- Printer paper

Keeping these items together in an "Event Supply Box" makes them easy to locate when needed.

Volunteer Supplies

Providing volunteers with the right supplies helps them perform their roles efficiently and comfortably. Consider providing:

- Name badges
- Volunteer schedules
- Role-specific instructions
- Bottled water
- Snacks
- Lunch (if applicable)
- Volunteer shirts (optional)
- Radio or communication devices (if used)

These small touches help volunteers feel prepared and appreciated.

RUNNING YOUR EVENT

Running Your Event

This section walks you through each step of operating your event, using streamlined processes and volunteer-friendly tools that make it easy to deliver a fun, organized, and memorable experience.



IN THIS SECTION YOU'LL LEARN:

- Prepare the venue and complete event setup before teams arrive.
- Welcome teams, conduct check-in and inspection, and begin the competition with confidence.
- Operate the competition system, displays, and scoring throughout the event.
- Conclude the event with an engaging awards ceremony and a positive experience for every participant.



HOST TIP

Don't try to do everything yourself.

Trust your volunteers to lead their areas and focus your attention on ensuring everyone has a positive experience.



BRING YOUR
EVENT TO LIFE.
IT'S TIME TO
COMPETE!



7. Event Flow

Event Flow

[7.1 Event Flow Overview](#)

[7.2 SRM Event Flow for In-Person Events](#)

[7.3 SRM Event Flow for Live Remote Events](#)

[7.4 SRM Event Flow for Online Submission Events](#)

[7.5 SRC Event Flow for In-Person Events](#)

[7.6 SRC Event Flow for Live Remote Events](#)

7.1 Event Flow Overview

Every event follows a **consistent sequence of activities** designed to create a fun, organized, and efficient competition experience. While the specific details vary between Sphero Robotics Missions (SRM) and Sphero Robotics Competition (SRC) events, the overall event flow remains similar—from venue setup and team check-in to competition activities and the awards ceremony. Understanding this high-level workflow will help you see how each part of the event fits together before diving into the detailed instructions in the following sections.

This section will first review the SRM event flows for In-Person, Live Remote, and Online Submission events, followed by SRC event flows for In-Person and Live Remote events.

7.2 SRM Event Flow for In-Person Events

SRM In-Person events follow a simple event flow that keeps the competition organized and allows every team to progress through the event together. After venue setup, team check-in, inspection, and the opening ceremony, teams complete each Mission consecutively by Mission number rather than completing all of their Missions in a single session.

For example, if there are ten BOLT teams, all ten teams will complete Mission 1 before moving on to Mission 2, and so on until every Mission has been completed. This approach keeps teams engaged throughout the day, simplifies event operations, and ensures a consistent competition experience for all participants. The event concludes with an Awards Ceremony, where teams gather to celebrate their accomplishments and recognize outstanding achievements throughout the competition.

Typical SRM In-Person Event Flow



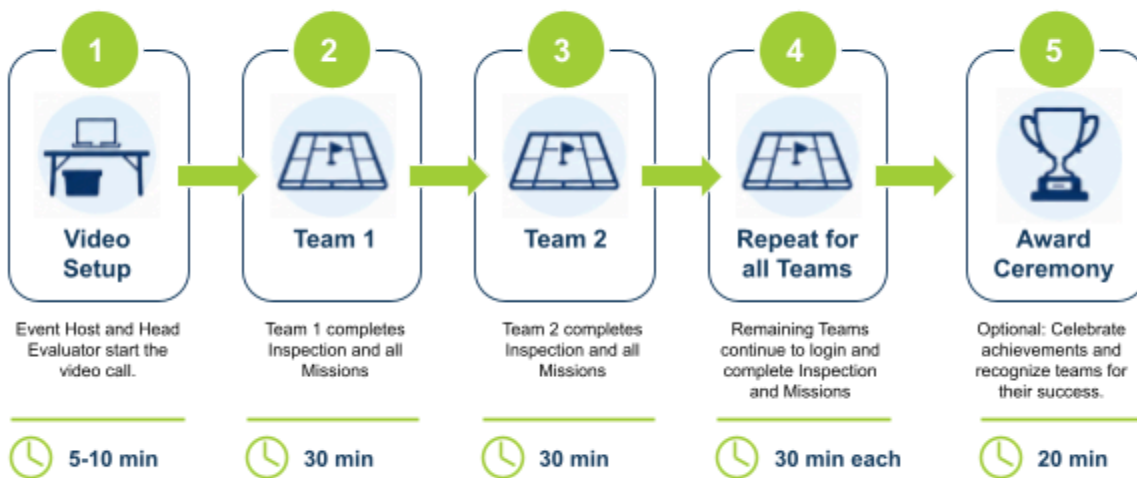
Times are estimated and may vary depending on the size and schedule of your event

7.3 SRM Event Flow for Live Remote Events

SRM Live Remote Events are conducted over video instead of meeting in-person. These events follow a similar flow as in-person events except that teams are given a single time slot to run all of their Missions in a row. For example, a team may be given a 30-minute appointment time to login to the video call, and during that 30-minute period, they will start with completing an Inspection with the Head Evaluator, then they will start their first Mission using the 3-minute setup and 5-minute timer to complete their best run for that Mission. After scoring the first Mission, then they will conduct their next Mission and repeat until all of the Missions are completed. Teams are able to log-off after all of their Missions are completed.

If a Live Remote Event is offering Awards, then the Event Host can either email the teams after the event announcing the award winners, or they can invite teams back at the end of the event and announce the award winners live.

Typical SRM Live Remote Event Flow

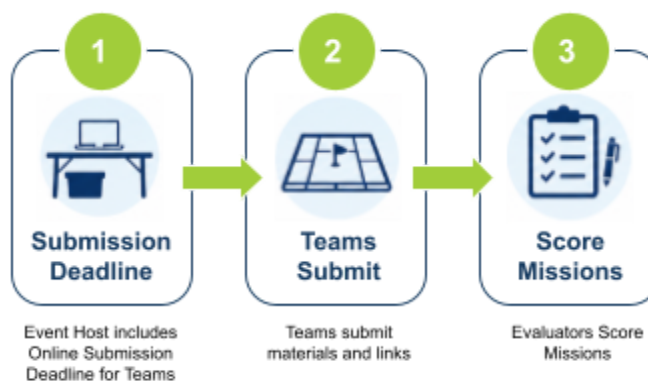


Times are estimated and may vary depending on the size and schedule of your event

7.4 SRM Event Flow for Online Submission Events

SRM Online Submissions are conducted through myTEAMevents.org where teams will submit their Online Submission materials and links, then those submissions are evaluated within a given time period. TEAM Alliance will work with Event Hosts that are interested in conducting Online Submission Qualifying and Championship events to set submission deadlines, review the process for evaluating materials remotely, and determining Championship award winners.

Typical Online Submission Event Flow



7.5 SRC Event Flow for In-Person Events

SRC In-Person events follow a structured event flow that balances competitive play with a fair and exciting tournament experience. After venue setup, team check-in, inspection, and the opening ceremony, teams compete in three Heats consisting of both Team vs. Team Matches and Tech Trials. During Heat 1, Match pairings are randomly generated. For Heats 2 and 3, teams are paired against other teams with similar Win-Loss-Tie (WLT) point totals, creating increasingly competitive matchups as the event progresses. Once all three Heats have been completed, teams are ranked based on their overall performance, and the highest-ranked teams advance to the Finals Bracket to compete for the Event Championship Award. The event concludes with an Awards Ceremony, where teams gather to celebrate their accomplishments and recognize outstanding achievements throughout the competition.

Typical SRC In-Person Event Flow



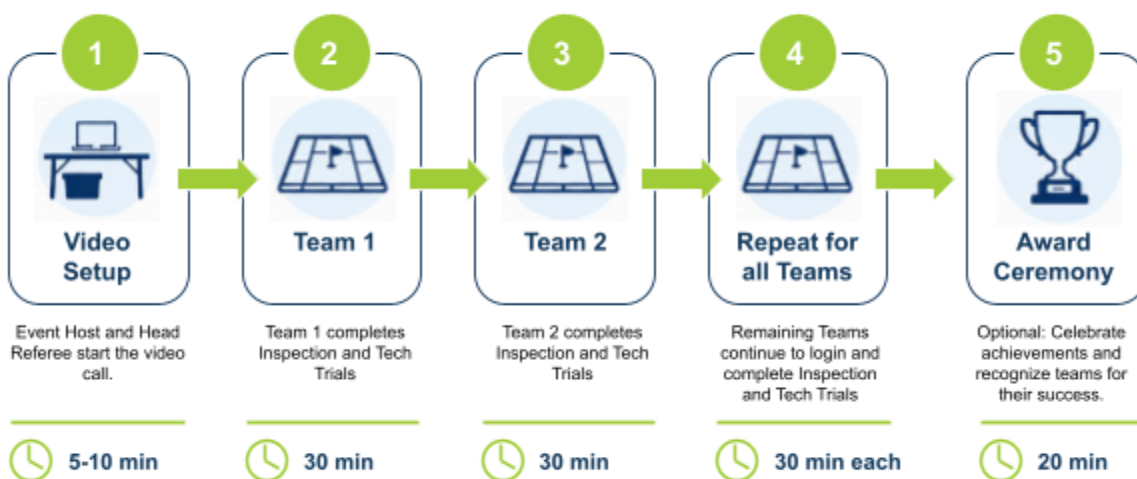
Times are estimated and may vary depending on the size and schedule of your event

7.6 SRC Event Flow for Live Remote Events

SRC Live Remote Events are conducted over video instead of meeting in-person. These events only include Tech Trials since Team vs Team Matches require two opposing teams on the same field. Teams will sign up for a time slot to connect to the video call. During that time, the Head Referee will conduct Inspection and then the team will have the opportunity to conduct up to three Operating and Coding Tech Trials.

If a Live Remote Event is offering Awards, then the Event Host can either email the teams after the event announcing the award winners, or they can invite teams back at the end of the event and announce the award winners live.

Typical SRC Live Remote Event Flow



Times are estimated and may vary depending on the size and schedule of your event

8. Venue Setup

Venue Setup

[8.1 Venue Setup Overview](#)

[8.2 Team & Volunteer Check-in Area](#)

[8.3 Team Staging Area](#)

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[8.5 Queuing Areas](#)

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[8.8 Awards Area](#)

[8.9 Audience Seating Area](#)

[8.10 Final Walkthrough](#)

8.1 Venue Setup Overview

A well-organized venue is the foundation of a successful event. Taking the time to set up each area before teams arrive helps volunteers feel prepared, reduces confusion, and creates a welcoming environment for participants and spectators. By following a consistent setup process, you'll be ready to focus on supporting teams and running a smooth competition rather than solving last-minute issues.

Refer to the example [Event Layouts](#) to help set up your event.

The following sections provide recommendations for setting up each major area of the venue, including check-in, team staging, inspection, competition fields, technology, audience seating, and the awards area. The chapter concludes with a final walkthrough checklist to help ensure everything is ready before welcoming your first teams.

 **HOST TIP:** Whenever possible, complete venue setup the **afternoon or evening before your event**. Arriving on event day with the venue already prepared allows you and your volunteers to focus on testing technology, welcoming teams, and enjoying the event instead of rushing through setup.

8.2 Team & Volunteer Check-in Area

The **Team and Volunteer Check-in area** is the first stop for participants when they arrive and helps create a positive first impression of your event. Locate the check-in area near the main entrance so teams and volunteers can easily find it as they enter the venue. A welcoming and organized check-in process helps the event start on time while ensuring everyone receives the information they need before the competition begins.

Whenever possible, provide **separate tables for Team Check-in and Volunteer Check-in** to help reduce lines during busy arrival periods. Clearly identify each table with signs that can be easily seen from the entrance.

Recommended Materials

Team Check-in

- Laptop or tablet with the TEAM Alliance Competition Application.
- If no laptop or tablet is available, print a Registered Teams report from the competition application to use as a Team Check-in tool.
- Team Check-in Volunteer training materials.
- Team packets or event information (if applicable)
- Pens and a notepad

Volunteer Check-in

- Volunteer Check-in Volunteer training materials.
- Volunteer list and role assignments
- Role-specific materials or instructions
- Instructions for volunteers to get meals or snacks
- Volunteer name badges (optional)
- Volunteer shirts (if provided)
- Event maps and/or location of volunteer hospitality room, if applicable.

Setup Recommendations

- Position check-in near the primary entrance.
- Clearly label the Team Check-in and Volunteer Check-in tables.
- Allow adequate space for lines without blocking entrances or walkways.
- Provide chairs for volunteers working the check-in tables.
- Verify all technology is connected, tested, and logged into the Competition Application before volunteers arrive.
- Assign friendly, knowledgeable volunteers to welcome participants and answer questions.

 **HOST TIP:** Open Volunteer Check-in **15–30 minutes before** the scheduled start of inspections. This provides adequate time to prepare your Inspectors when the teams arrive.

8.3 Team Staging Area

The **Team Staging Area** serves as each team's "home base" throughout the event. This is where teams store their equipment, charge their robots, make repairs, collaborate with teammates, and prepare before reporting to the competition fields. A well-organized staging area helps reduce congestion around the competition fields and provides teams with a comfortable place to work between competition rounds.

The Team Staging Area has three main components:

1. **Tables and chairs for teams**
2. **Practice Fields**
3. **Status Display**

Whenever possible, locate the Team Staging Area close enough to the competition fields for easy access, but far enough away to minimize noise and distractions during SRM Missions or SRC Matches and Tech Trials. For large events, Staging Areas may be located in separate rooms. In those cases, ensure there is adequate communication between the two locations so teams get to their competition fields on-time. Verify there are clear walking paths between the staging area, inspection, queuing, restrooms, and other event activities.

Labeling the Staging Area tables with Team Signs is optional at events. You can decide if teams will have assigned tables or if teams can select their own tables. Team Signs can be helpful for Queuers or Runners that are trying to find teams for upcoming SRM Missions, SRC Matches or Tech Trials. If Team Signs will be used, those can be **printed directly from the TEAM Alliance Competition Application**. This will save you time since the application automatically creates Team Signs using their team numbers, organization name and location for each program type.

Recommended Setup

- One **6-foot or 8-foot table** for each team, or similar.
- A minimum of **two chairs per team**, with additional seating if available.
- Convenient access to electrical outlets for charging robots and devices.
- Extension cords and power strips, if needed, to safely provide power to team tables.
- Clearly marked team table assignments or team numbers, if desired.
- A minimum of **one Status Display** that is near the Team Staging Area.
- One or more Practice Fields in close proximity to the Team Staging Area.
- Aisles that allow teams, volunteers, and spectators to move safely throughout the area.

Location Recommendations

- Locate the Team Staging Area near the competition fields while maintaining a quiet environment for competing teams.
- Verify that electrical power is available before teams begin charging their robots.

- Keep aisles clear of bags, extension cords, and personal belongings to reduce tripping hazards.
- Provide nearby trash and recycling containers to help keep the area clean throughout the event.

8.4 Inspection Area

The **Inspection Area** is where volunteers verify that each team's robot and equipment comply with the applicable Competition Manual before participating in the event. A well-organized inspection process helps identify and resolve any issues early, ensuring teams are ready to compete when the event begins.

Locate the Inspection Area in an easily accessible location so teams can easily transition between Check-in and getting set up in the Team Staging Area. Inspection should be clearly marked and provide enough space for teams to comfortably present their robot and required equipment without creating congestion.

Recommended Materials

- One or more inspection tables with chairs for Inspectors.
- Inspector Volunteer training materials.
- Laptops or tablets with the TEAM Alliance Competition Application for each Inspector.
- Paper inspection checklists and pens if laptops or tablets are not available.
- **SRC Events Only:** SRC Sizing tool
- Power available for laptops or tablets, if needed.
- Clear signage identifying the Inspection Area.

8.5 Queuing Areas

The **Queuing Area** is where teams gather before reporting to the competition fields. An organized queuing process helps keep the event running on schedule by ensuring teams are ready when it's their turn to compete. Well-managed queuing also reduces delays, minimizes confusion, and gives volunteers an opportunity to answer last-minute questions before teams enter the competition area.

Whenever possible, **locate the Queuing Area adjacent to the competition fields** with enough space for teams to wait comfortably without blocking walkways or spectator viewing areas. Provide clear signage and establish separate entry and exit paths to help maintain a smooth flow of teams throughout the event.

While the overall purpose of queuing is the same for all TEAM Alliance competitions, the way teams are queued differs between Sphero Robotics Missions (SRM) and Sphero Robotics

Competition (SRC) events. The following sections describe the recommended setup and procedures for each event format.

 **HOST TIP:** One or two friendly Queuers can have a **significant impact** on keeping your event **running on time**. Keeping the next teams ready before a competition field becomes available helps maintain a consistent event pace and reduces downtime.

SRM Queuing Areas

SRM events queue teams by program and Mission, allowing all teams within the same program to progress through the competition together. To support this event flow, each SRM program (indi, BOLT, RVR) should have its own dedicated Queuing Area.

Provide **at least one queuing table for each SRM program** being offered at the event. For example, an event hosting **indi, BOLT, and RVR competitions** should have **three separate queuing tables**—one for each program. Each Queuing Area should be located near that program's competition fields so teams can quickly move from the queuing area to the correct field when directed by the Queuer.

The Queuer is responsible for confirming that teams are ready to compete, directing them to the appropriate competition field, and keeping the event running on schedule. Depending on the event's technology setup, Queuers may use either:

- A **tablet** running the TEAM Alliance Competition Application with the built-in queuing function.
- A **printed event schedule** on a clipboard showing when teams should report to each competition field.

Recommended Materials

- Queuer Volunteer training materials.
- One table and chair for each SRM program.
- Tablet with the Competition Application **or** a printed event schedule on a clipboard.
- Pens/highlighters if using a paper schedule.
- Sign identifying each Queuing Area (indi, BOLT, or RVR).

Setup Recommendations

- Position each Queuing Area adjacent to the competition fields for its assigned program.
- Provide enough space for the next teams to wait without blocking walkways or interfering with spectators.
- Clearly define where teams enter and exit the Queuing Area.

- Ensure Queuers have a clear line of sight to the competition fields so they know when to send the next team.

SRC Queuing Areas

SRC events use separate Queuing Areas for Team vs. Team Matches and Tech Trials, allowing both competition activities to operate efficiently throughout each Heat. Teams rotate between Matches and Tech Trials according to the event schedule, making organized queuing essential to keeping the event on time.

Provide **two dedicated Queuing Areas**—one for **Matches** and one for **Tech Trials**. Each Queuing Area should be located adjacent to its respective competition fields so teams can quickly move from the queue to the correct field when directed by the Queuer.

The Queuer is responsible for confirming that teams are ready to compete, directing them to the appropriate field, and maintaining the competition schedule. Depending on the event's technology setup, Queuers may use either:

- A **tablet** running the TEAM Alliance Competition Application with the built-in queuing function.
- A **printed event schedule** on a clipboard showing when teams should report to each Match or Tech Trial field.

Recommended Materials

- Queuer Volunteer training materials.
- At least one table and chair for the **Match Queuing Area**.
- At least one table and chair for the **Tech Trial Queuing Area**.
- Tablet with the Competition Application **or** a printed event schedule on a clipboard for each Queuer.
- Pens/highlighters if using a paper schedule.
- Clear signs identifying the **Match Queuing** and **Tech Trial Queuing** areas.
- Extra safety glasses, if available.

Setup Recommendations

- Position each Queuing Area adjacent to its assigned competition fields.
- Provide enough space for the next teams to wait without blocking walkways or spectator viewing areas.
- Clearly define team entry and exit paths to keep traffic flowing smoothly.
- Ensure Queuers can easily monitor the competition fields so they know when to send the next teams.

8.6 Competition Field Area

The **Competition Field Area** is the focal point of every event. This is where students showcase their preparation, problem-solving, and teamwork while spectators experience the excitement of the competition. A well-organized competition area helps the event run efficiently, provides excellent visibility for the audience, and creates a fun experience for everyone involved.

Each competition field should have adequate space for teams, volunteers, and equipment while maintaining safe walkways for spectators and event staff. The competition area will also include **display monitors, tablets, laptops, speakers, wireless microphones**, and other technology used to operate the event. Refer to the example [Event Layouts](#) for more information and ideas on placing this equipment.

Every competition field should have a clearly visible field sign to help teams, volunteers, and spectators quickly identify where competitions are taking place. The TEAM Alliance Competition Application allows Event Hosts to customize field names and automatically print professional field signs that include the Program Name and Field Name.

Field names can be as simple as Field 1, Field 2, and Field 3, or they can be customized to recognize event sponsors (example: "Pleasantville Credit Union Field"). Sponsoring a competition field is a great way to provide additional recognition for local businesses while helping support your event.

While SRM and SRC events share many of the same setup principles, each program has unique display and technology requirements. The following sections describe the recommended setup for each competition format.

 **HOST TIP:** Before teams arrive, **run a complete practice cycle** using each competition field—including the displays, timers, scoring devices, speakers, and microphones. Identifying and resolving small issues during setup is much easier than troubleshooting once the competition has begun.

SRM Competition Field Area

The SRM Competition Field Area is where teams complete their Missions and where much of the excitement of the event takes place. Arrange the competition fields for each SRM program together, with adequate space for teams, Evaluators, and volunteers to move safely between fields. Position the program's Queuing Area adjacent to the competition fields so teams can quickly report when called.

Each SRM program should have its own **Main Display** positioned where it is easily visible to teams, volunteers, and spectators. The Main Display is used primarily to show the **Mission Event Timer**, helping everyone follow the progress of each Mission. The display may be a

Smart TV with browser capability or a TV or projector connected to a laptop or tablet running the TEAM Alliance Competition Application.

Alternatively, if all SRM programs will be starting their Missions at the same time, you can opt for a single Main Display for smaller events as long as all the teams can easily see the Event Timer during the Missions.

An audio system should also be available so teams can clearly hear timer sounds and announcements. At a minimum, provide speakers connected to the competition application and **one or two wireless microphones** for the Emcee and event staff.

Recommended Materials

- Competition fields
- Field Signs
- Evaluator Training Materials
- Printed Competition Manuals for each program type.
- One Main Display for each SRM program.
- Laptop or tablet connected to each Main Display (if required).
- Speakers for timer sounds and announcements.
- One or two wireless microphones.
- Tablets for Evaluators (or printed scoring sheets on clipboards with pens, if applicable).
- Extension cords and power strips.

Setup Recommendations

- Group competition fields by SRM program (indi, BOLT, RVR, etc.).
- Position the Main Display so it is clearly visible from the competition fields and spectator seating.
- Test timer sounds and microphone audio before teams arrive.
- Provide adequate space around each field for teams, Evaluators, and volunteers while keeping spectator walkways clear.
- Verify all displays, tablets, and laptops are connected to power and Wi-Fi before the event begins.
- Run a complete practice Mission to confirm the timer, displays, scoring devices, and audio system are operating correctly.

 **HOST TIP:** Stand in the team area, the audience seating, and each competition field before the event begins. If you can clearly see the Main Display and hear the timer sounds and announcements from every location, your competition area is ready to go.

SRC Competition Field Area

The SRC Competition Field Area is where teams compete in **Team vs. Team Matches** and **Tech Trials** throughout the event. Before the event begins, assemble all competition fields and verify that the official **field and game elements** are installed according to the current SRC Competition Manual. Once assembled, inspect each field to ensure it is identical and ready for competition. Teams manually control their robots throughout the match, including starting and stopping them. As a result, no additional field electronics are required beyond the competition displays.

SRC competitions use **two types of displays** to support the event near the competition fields:

- **Main Display** – Used for Team vs. Team Matches to display the Match Timer, upcoming Match information, and recently completed Match results. This display should be large, centrally located, and visible to teams, volunteers, and spectators.
- **Field Displays (Optional for Matches / Required for Tech Trials)** – Located adjacent to the competition fields, Field Displays identify the teams currently competing and provide field-specific competition information. Tech Trial fields should each have a dedicated Field Display, while Match fields may also utilize Field Displays, if available.

An audio system should be available to broadcast Match timer sounds, announcements, and awards presentations. At a minimum, provide speakers connected to the competition application and **one or two wireless microphones** for the Emcees and event staff.

Recommended Materials

- Competition fields with all official field and game elements correctly assembled.
- Field Signs
- Scorekeeper Training Materials
- Printed Competition Manuals near the Team vs Team Matches and Tech Trials.
- One Main Display for the Match competition area.
- Field Displays for each Tech Trial field (and optional for Match fields).
- Laptops or tablets connected to displays, as needed.
- Tablets for each Scorekeeper or printed scoresheets with a clipboard and pens.
- Tablets for the Emcee (Head Referee is optional) or printed schedules with clipboards and pens.
- Speakers for Match timer sounds and announcements.
- One or two wireless microphones.
- Extension cords and power strips.

Setup Recommendations

- Provide adequate spacing between Match fields and Tech Trial fields to reduce congestion.

- Place the Main Display where it is easily visible from both the competition fields and spectator seating.
- Position each Field Display so it is clearly visible to the competing teams and Scorekeepers.
- Test timer sounds, microphones, and display updates before teams arrive.
- Provide adequate space around each field for teams, Scorekeepers, and volunteers while maintaining safe spectator walkways.
- Verify all displays, tablets, and laptops are connected to power and Wi-Fi before the competition begins.
- Run a complete practice Match and Tech Trial to confirm that displays, scoring devices, timers, and audio equipment are functioning correctly.

 **HOST TIP:** Before opening the venue, walk through the competition area as if you were a team. Make sure you can easily identify the Match and Tech Trial fields, see the appropriate displays, and hear timer sounds and announcements from every competition area.

8.7 Volunteer Snacks, Printer & Charging Station

The **Volunteer Snacks, Printer & Charging Station** serves as the operational hub for event volunteers. This area provides a central location for **event management, printing, charging devices, and supporting volunteers** throughout the day. While it isn't visible to most participants, a well-organized support area helps the event run efficiently and gives volunteers a place to recharge—both their devices and themselves.

This area typically consists of **two tables** located near the competition fields, but positioned so they do not interfere with team or spectator traffic.

Event Management Table

The Event Management Table is where the **Event Management Operator** oversees the competition throughout the day. This table should provide enough workspace for managing the Competition Application and supporting event operations.

Recommended equipment includes:

- **Laptop** running the TEAM Alliance Competition Application.
- **Printer** with extra paper and toner or ink.
- **Charging station** for tablets and other event devices.
- Power strips and extension cords.
- Office supplies and event materials.

Locate this table close enough to the competition fields for quick access while keeping it out of the main traffic flow.

Volunteer Support Table

A second table can be used to support volunteers throughout the event by providing a convenient place for refreshments and personal belongings.

Consider providing:

- Bottled water and light snacks.
- Space for volunteers to store personal items.
- Volunteer schedules and reference materials.
- A few chairs where volunteers can take short breaks between assignments.
- A trash can

For larger events, consider creating a dedicated **Volunteer Hospitality Room** where volunteers can enjoy meals, relax during breaks, and store personal belongings away from the competition area.

Setup Recommendations

- Position the support area near the competition fields while keeping it clear of team and spectator traffic.
- Ensure convenient access to power and Wi-Fi.
- Keep the printer close to the Event Management laptop to minimize walking when schedules or awards need to be printed.
- Keep cords organized and walkways free of tripping hazards.
- If using this area as the event's "Head Table" directly behind the competition fields, use a tablecloth, skirt, or banner to conceal power cords and equipment for a cleaner, more professional appearance.

 **HOST TIP:** Keep extra charging cables, batteries, power adapters, office supplies, and a few spare tablets at the Event Management Table. Having these items readily available can quickly solve many of the small issues that arise during an event and help keep the competition running on schedule.

8.8 Awards Area

The **Awards Area** is the final destination of the event and provides an opportunity to celebrate the accomplishments of every team. Whether simple or elaborate, an Awards Area creates a memorable conclusion to the competition and helps recognize the hard work, creativity, and perseverance demonstrated throughout the day.

Many Event Hosts choose to set up the Awards Area before the event begins so participants and spectators can view the awards throughout the day. Displaying medals, trophies, and other recognition items helps build excitement and anticipation leading up to the awards ceremony.

Recommended Materials

- Medals, trophies, and/or ribbons.
- Table(s) to display awards.
- Tablecloth or decorative coverings (optional).
- Wireless microphone for the awards presentation.
- Printed award scripts and certificates (printed after the SRM Missions or SRC Matches / Tech Trials are completed)
- Any sponsor gifts or additional recognition items (if applicable).

Setup Recommendations

- Position the Awards Area where teams and spectators can easily gather for the ceremony.
- Arrange awards neatly in the order they will be presented.
- Keep the awards visible throughout the event whenever possible to build excitement.
- Verify that the microphone and sound system can be clearly heard from the audience seating.
- Provide adequate space for award recipients to safely approach the presentation area and return to their seats.

Team Photo Area (Optional)

Consider creating a simple **photo backdrop** adjacent to the Awards Area where teams can take photos after receiving their awards. A backdrop featuring the Sphero and/or TEAM Alliance logos, sponsors, or school branding provides a professional setting for memorable team photos and social media posts. Even a simple banner or branded backdrop can create lasting memories while showcasing your event and recognizing sponsors.

 **HOST TIP:** Designate a volunteer or photographer to take team photos immediately after each award is presented. Capturing the moment while teams are already on stage helps ensure every team has a great keepsake and provides valuable photos to share with participants, sponsors, and your community.

8.9 Audience Seating Area

The **Audience Seating Area** is where families, friends, coaches, sponsors, and other spectators gather to watch and cheer on the teams throughout the event. A comfortable, easily accessible seating area helps create an exciting atmosphere while providing clear views of the competition fields and event activities.

Depending on the venue, audience seating may consist of **bleachers**, **rows of chairs**, or a combination of both. Whenever possible, position seating to provide unobstructed views of the

competition fields while maintaining safe walkways and emergency exits. Utilize dividers to define audience walkways and ensure competition fields are separated from the audience area.

To enhance the spectator experience, consider placing a **Status Display** near the Audience Seating Area. The Status Display, powered by the TEAM Alliance Competition Application, can show live rankings, upcoming schedules, Match or Mission results, and other event information, allowing spectators to easily follow the progress of the competition.

Recommended Materials

- Bleachers, chairs, or other spectator seating.
- Status Display (TV, projector, or monitor).
- Laptop or Smart TV to run the Status Display.
- Dividers (Stanchions, rope barriers, etc.)

Setup Recommendations

- Position seating to provide clear views of the competition fields and awards area.
- Ensure the Status Display is easily accessible from most seating locations.
- Verify spectators can clearly hear announcements and timer sounds.
- Maintain wide aisles and accessible seating areas for safe movement throughout the event.
- Include accessible seating locations that comply with local accessibility requirements and provide good viewing opportunities.

8.10 Final Walkthrough

Before welcoming teams and spectators, take a few minutes to walk through the entire venue and verify that every area is ready for the event. This final walkthrough is an opportunity to identify any last-minute issues, test equipment one final time, and ensure volunteers know where they need to be before the competition begins.

If possible, complete this walkthrough with your **Production/Logistics Lead, Event Management Operator**, and other Key Volunteers. A second set of eyes can often catch small details that might otherwise be overlooked.

Final Walkthrough Checklist

Venue & Safety

- ☐ Walkways and emergency exits are clear.
- ☐ Extension cords are secured and do not create tripping hazards.
- ☐ Tables, chairs, and signage are in their final locations.

- ☐ Restrooms, water stations, and trash containers are ready for use.

Team & Volunteer Areas

- ☐ Team Check-in and Volunteer Check-in are ready.
- ☐ Team Staging Area is organized and team tables are labeled.
- ☐ Inspection Area is prepared with all required materials.
- ☐ Queuing Areas are set up with schedules or tablets.

Competition Fields

- ☐ Competition fields are fully assembled and inspected.
- ☐ Field signs are displayed.
- ☐ Game elements are correctly positioned.
- ☐ Queuing paths are clear.

Technology

- ☐ Wi-Fi is connected and functioning.
- ☐ Competition Application is running.
- ☐ Displays are connected and visible.
- ☐ Tablets and laptops are charged.
- ☐ Printer has been tested and is ready.
- ☐ Chargers, spare cables, and backup supplies are available.

Audio & A/V

- ☐ Speakers are working properly.
- ☐ Wireless microphones have been tested.
- ☐ Timer sounds are clearly audible.
- ☐ Displays are visible from the audience seating.

Awards

- ☐ Awards are organized in presentation order.
- ☐ Awards Area is prepared.
- ☐ Team photo backdrop (if used) is ready.

Volunteers

- ☐ Volunteers know their assignments.
- ☐ Volunteer supplies, snacks, and water are available.
- ☐ The Volunteer hospitality room is prepared, if applicable.

 Ready to Begin

- ☐ Complete a full practice run using the Competition Application.
- ☐ Verify timers, scoring, displays, and audio are functioning correctly.
- ☐ Welcome your volunteers and answer any final questions.
- ☐ Open Team Check-in!

 **HOST TIP:** Once your walkthrough is complete, take a moment to enjoy what you've accomplished. Greet teams with a smile, trust your volunteers to handle their roles, and remember that your preparation has set the stage for an exciting day of learning, teamwork, and fun.

9. SRM Competition Day

SRM Competition Day

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9.1 SRM Competition Day Overview

With your venue prepared and volunteers in place, you're ready to begin the competition. SRM events follow a simple, structured event flow that guides teams through check-in, inspection, Missions, scoring, rankings, and the awards ceremony. The **TEAM Alliance Competition Application streamlines many of these activities**, allowing volunteers to focus on supporting teams and creating a fun, engaging competition experience.

The In-Person event day will include these activities:

- ☐ Team & Volunteer Check-in
- ☐ Inspection
- ☐ Generating the Mission Schedules
- ☐ Opening Ceremony
- ☐ Queuing, Running & Scoring Missions
- ☐ Awards & Award Ceremony

This chapter provides step-by-step guidance for each stage of operating an SRM event, from welcoming teams as they arrive through finalizing event results and championship qualifications. Please ensure you have reviewed the Venue Setup chapter of this guide before reading this section because it contains critical information in preparing your venue for the event. Whether

you're hosting your first event or looking to refine your operations, these best practices will help you confidently manage every phase of the competition.

At the end of this chapter, additional information on how to run a Live Remote Event and Online Challenge will be provided.

9.2 Team & Volunteer Check-in

Team and Volunteer Check-in is the official start of your event. A welcoming, organized check-in process helps everyone feel prepared while ensuring important event information is verified before the competition begins. Encourage volunteers to greet participants with a smile, answer questions, and help direct teams to their next destination. A positive first impression sets the tone for the rest of the day.

Team & Volunteer Check-in Staffing

There should be at least one Team Check-in Volunteer and one Volunteer Check-in Volunteer designated to perform the check-in process. These volunteers typically arrive earlier than most other volunteers since they will need to be prepared once the venue doors open for teams and other volunteers.

- The Event Volunteer Lead may assist with checking-in volunteers, but they may need to periodically step away from the check-in desk to manage volunteers in other areas.
- If the check-in volunteers are available for the remainder of the event, then they can be assigned another role, like a Queuer.
- For larger events (> 20 teams), it's recommended to have multiple check-in volunteers to speed up the process and minimize congestion at the check-in areas.

Team Check-in Display

The competition application includes a combined Team Check-in and Inspection display type that shows the status for each team. It's recommended to show this display type on the Status and/or Main Display at the beginning of the event so that teams and event staff can monitor the check-in and inspection status. This display will automatically update each time a team is checked-in using the Team Check-in menu in the competition application.

Team Check-in Process

Each team should be checked in by the **Team Coordinator** or another authorized adult responsible for the team. The primary goals of Team Check-in are to verify attendance, confirm emergency contact information, ensure required consent forms have been completed, and direct teams to the appropriate event areas.

Materials Needed

- Tables & chairs for volunteers
- Team Check-in Sign
- Tablets / laptops with the TEAM Alliance Competition Application or printed registered Team List with pens
- Optional: Team Welcome Packets
 - Event Agenda
 - Venue Map
 - Meal information
 - Swag

Using the Competition Application

The preferred method for Team Check-in is through the **TEAM Alliance Competition Application on a laptop or tablet**, where the Team Check-in Volunteer will see a list of registered teams organized by program and team number.

For each team:

1. Mark the team as **Arrived**.
2. Confirm the Team Coordinator's emergency contact phone number.
3. Verify the number of students with completed digital Participant Release and Consent Forms.
4. If another authorized adult is attending in place of the Team Coordinator, update the adult's name and emergency contact information in the application.
5. Distribute any optional event materials prepared by the Event Host, such as event schedules, meal information, maps, or other announcements.
6. Direct the team to the **Team Staging Area** and **Inspection Area**.

Using a Printed Team List

If a laptop or tablet is not available, Team Check-in can be completed using a printed team roster containing the same information. A designated volunteer can later update the Competition Application when a device becomes available.

Consent Forms

Every student participating in a TEAM Alliance event must have a completed **TEAM Alliance Participant Release and Consent Form** on file before participating.

If a student arrives without a completed consent form:

- Ask the Team Coordinator to get the required form completed in myTEAMevents.org before the student participates.

- Students are not allowed to compete until the required consent form has been submitted. The team can still be checked-in if there are other students on the team that do have completed forms.
- Notify the Event Host and/or Event Volunteer Lead to assist with managing these situations when needed.

Emergency Contacts

Emergency contact information is used only if an incident occurs during the event and the Event Host needs to quickly reach the responsible adult for a team. Always verify this information during Team Check-in, even if it was previously entered during registration.

Volunteer Check-in Process

Volunteer Check-in ensures each volunteer knows where to report, understands their responsibilities, and has the resources needed to be successful throughout the day. As volunteers arrive, welcome them and thank them for supporting the event. A positive volunteer experience is one of the best ways to encourage volunteers to return for future competitions.

The Event Host or Event Volunteer Lead will provide a list of volunteers with their assigned role and phone number. Review each of these roles with the Volunteer Check-in volunteer to ensure they know where to direct each volunteer and what materials they will be providing to the volunteers.

Materials Needed

- Tables & chairs for volunteers
- Volunteer Check-in Sign
- Volunteer List with volunteer roles, area of the event the volunteer will report to, and any specific volunteer training materials, if applicable.
- Optional: Volunteer Welcome Packets
 - Nametags
 - Volunteer shirt
 - Event Agenda
 - Venue Map
 - Meal information
 - Swag

For each volunteer:

- Confirm their assigned volunteer role.
- Direct them to the area where they will be serving.
- Review the event schedule and key event times.
- Explain meal arrangements and snack locations, if applicable.
- Share the location of the Volunteer Hospitality Area or break room, if available.

- Provide any role-specific instructions or training materials, if provided.
- Distribute volunteer shirts, name badges, appreciation gifts, or other event materials, if applicable.

Volunteer Attendance

Maintain communication with the **Event Volunteer Lead** and **Event Host** throughout check-in to monitor volunteer attendance.

If volunteers are unable to attend:

- Recruit parents or other adults attending with teams to fill appropriate volunteer roles.
- Work with the Event Volunteer Lead to reassign volunteers to critical positions as needed.
- Utilize extra volunteers for flexible roles such as **Queuers** or **Runners**, if available.

Being flexible and adapting volunteer assignments throughout the day helps ensure the event continues to operate smoothly.

 **HOST TIP:** Identify your critical volunteer roles before the event begins. If you're short on volunteers, fill those positions first and then assign additional volunteers to support roles as they become available.

9.3 Inspection

Inspection is an important step that helps ensure every team is ready to compete and that all participants are following the requirements of the current Competition Manual. The goal of inspection is not to prevent teams from competing, but to **identify any issues early and give teams an opportunity to make corrections** before the competition begins.

Whenever possible, inspection should begin as soon as teams complete Team Check-in. Inspecting teams as they arrive spreads the workload throughout the morning and helps the competition start on schedule.

Inspection Staffing

The number of Inspectors needed depends on the number of teams attending your event and how quickly you would like inspection to be completed. The general recommendation is providing at least **two inspectors for every ten teams**. It is highly recommended to **utilize the Head Evaluator and Evaluators to conduct the inspections** since they will already be familiar with the competition manuals, and this provides a great opportunity for them to meet the teams before the competition begins.

Because inspection is intended to help teams succeed, Inspectors should take a positive, educational approach by explaining requirements, answering questions, and helping teams resolve any issues before competition begins.

Inspection Display

The competition application includes a combined Team Check-in and Inspection display type that shows the status for each team. It's recommended to show this display type on the Status and/or Main Display at the beginning of the event so that teams and event staff can monitor the check-in and inspection status. This display will automatically update each time a team's inspection status is changed using the Inspection menu in the competition application.

Inspection Process

During Inspection, an Inspector reviews each team's robot and required equipment with the team using the inspection criteria provided in the current SRM Inspection sheet. Inspection should be completed before a team participates in its first SRM Mission.

Materials Needed

- Tables & chairs for Inspectors
- Tablets / laptops with the TEAM Alliance Competition Application or printed Inspection sheets (1 for each team) with pens
- At least one printed or electronic SRM Competition Manual for reference

Using the Competition Application

The preferred method for Inspection is through the **TEAM Alliance Competition Application on tablets or laptops**, where the Inspector will see a list of teams organized by program and team number in an Inspection screen. When the Inspector selects the team, the appropriate inspection criteria will appear in the application for them to review with the team. There are three inspection states possible:

1.  **Not Passed:** Default state for all teams before they have been inspected. Teams are not allowed to compete until they have completed inspection.
2.  **Partially Passed:** The team has passed some, but not all, of the inspection criteria. The team can go back to the Staging Area and make adjustments and then return to get those final criteria corrected.
3.  **Passed:** The team has passed all inspection criteria and is approved to compete.

If additional tablets or laptops are not available, then hard-copy inspection sheets can be used to track the team's inspection status. The completed inspection sheets can be delivered to the Event Management Operator to enter the inspection status into the competition application.

Mitigating Inspection Issues

Most teams will successfully pass inspection on their first attempt. When inspection issues are identified, they are typically minor and can often be corrected in just a few minutes at the inspection table or back in the Team Staging Area. Once the issue has been resolved, the team should return for reinspection of only the items that required correction.

Inspectors should approach every inspection as **an opportunity to educate and support teams**. Clearly explain any concerns, answer questions, and encourage students to make the necessary corrections. The goal is to help every team participate while maintaining a fair and consistent competition for all participants.

If an Inspector believes a team may not be able to pass inspection, the Event Host should be notified as soon as possible. The Event Host, along with the Head Evaluator, should work with the team to determine the best path forward. In most cases, mechanical or equipment-related issues can be resolved with reasonable modifications before the competition begins.

One situation that may require additional discussion involves the **TEAM Alliance Student-Powered Policy**. If a team indicates that students did not design, build, or program the robot themselves, the Event Host and Head Evaluator should discuss the circumstances with the team to determine the appropriate course of action. Depending on the situation, the team may be able to make modifications that remove non-student work or otherwise bring the robot into compliance with the Student-Powered Policy before competing. The Event Host can also contact TEAM Alliance by phone to discuss these situations and determine next steps.

 **HOST TIP:** During Team Check-in and Inspection, the competition fields can be used as additional practice fields, if desired.

9.4 Generating the Mission Schedules

The Mission Schedules are **generated using the TEAM Alliance Competition Application**, and this can be done prior to the event day or after Team Check-in is completed.

Prior to the Event Day	After Team Check-in
Pros: - Teams and Volunteers can be given the schedule when they arrive in their Welcome Packets. Cons: - If one or more teams do not attend, then there will be empty fields for their scheduled Mission times. - If there is a last-minute change to the	Pros: - Ensures only teams that are at the event will be included in the Mission Schedules. Cons: - Less time to print and distribute Mission schedules to teams and volunteers (typically done before or after the Opening Ceremony).

registered team list, then a new Mission Schedule will need to be regenerated.	
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SRM events progress by Mission where all teams within the same program complete Mission 1 before advancing to Mission 2, continuing this pattern until every scheduled Mission has been completed. This consistent event flow keeps teams engaged throughout the day and simplifies event operations.

For events hosting multiple SRM programs (such as indi, BOLT, and RVR), the Competition Application allows the Event Host to select when each program begins its first Mission. This flexibility makes it easier to stagger program start times and balance volunteer and competition field usage throughout the event.

The detailed process for generating the Mission schedules is included in the TEAM Alliance Competition Application guide.

9.5 Opening Ceremony

The Opening Ceremony officially kicks off the competition and sets the tone for the rest of the day. This is your opportunity to welcome teams, recognize volunteers and sponsors, share important event information, and build excitement before the first Mission begins. A positive, energetic opening helps create a memorable experience while ensuring everyone understands how the event will operate.

Whenever possible, gather all teams, coaches, volunteers, and spectators before beginning the ceremony. Keep the presentation concise, engaging, and focused on the students. A typical Opening Ceremony lasts **10–20 minutes**.

If you have a sponsor or STEM speaker that is available during the Opening Ceremony, you can also give them time to speak to the teams and audience.

Example Opening Ceremony Script

Welcome

"Good (**morning/afternoon**) everyone, and welcome to the _____
Sphero Robotics Missions Competition!"

My name is _____, and I'll be your Emcee today.

On behalf of **TEAM Alliance, Sphero**, _____ (host organization), and all of our volunteers, thank you for joining us. Today is all about having fun, learning, working together, and celebrating what you've accomplished this season."

Thank You

"Before we get started, we'd like to recognize the people who made today's event possible.

A huge thank you to:

- Our Event Host: _____
- Our volunteers
- Our sponsors: _____
- Our venue partner: _____

Let's give them all a round of applause!"

Safety & Venue Information

"Before we begin, here are a few important reminders.

- Restrooms are located _____.
- Water and concessions are available _____.
- Please keep aisles and walkways clear throughout the event.
- In the event of an emergency, please follow instructions from event staff and volunteers.
- Team Coordinators are responsible for supervising their students throughout the event.
- Please help us keep the venue clean by picking up after yourselves."

Event Schedule

"Here's what today's event will look like.

- We'll begin our first Missions at approximately _____.
- Lunch or breaks are scheduled for _____.
- Our Awards Ceremony will begin at approximately _____.
- We expect today's event to conclude around _____."

How Today's Competition Works

"Today's competition is organized by **Missions**.

That means **all teams within the same program will complete Mission 1 before anyone moves on to Mission 2.**

For example, all **BOLT** teams will complete Mission 1, then all BOLT teams will complete Mission 2, and so on until every Mission has been completed.

Please review your Mission Schedule closely and plan to arrive at your queueing table at least 5-10 minutes before your assigned Mission time. Our Queueers will direct you to your competition field when it is ready. The queueing fields for each program are located _____.

When you arrive at the competition field, the Evaluator will let you know when the 3-minute set up timer will begin. Immediately following the setup time, Teams will be given five (5) minutes to attempt their best run of their prepared Mission Objective for an Evaluator. Be prepared to talk to the Evaluator about your Mission strategy and how you coded your robot to complete the Mission Objectives. It's highly recommended to bring a copy of your code to show the Evaluator.

Teams, remember to check the score with the Evaluator **before** you leave the competition field area. Once you leave, the scores are final. The Head Evaluator can answer any of your questions about scoring or the competition rules."

Student-Powered Competition

"One of the things that makes Sphero Robotic Missions special is that these are **Student-Powered** competitions.

Students should be making the decisions, solving problems, and operating their robots.

Coaches, parents, and mentors—we appreciate your encouragement! Please allow students to demonstrate the work they've accomplished throughout the season."

Code of Conduct

"We want today to be a positive experience for everyone.

Please remember to:

- Create a fun and positive environment that encourages learning, effort, and participation.
- Treat all participants, volunteers, staff, and attendees with kindness and respect.
- Ensure students lead the work while adults provide guidance and support.
- Compete with integrity and demonstrate good sportsmanship in all situations.
- Act in ways that protect the physical and emotional safety of all participants.
- Follow all TEAM Alliance rules, policies, and event guidelines.
- Respect the venue, equipment, and shared spaces and help keep them clean and safe.

If you have questions during the event, please speak with an Event Volunteer or the Event Host."

Championship Qualification

(Check with **Team Alliance** to verify which awards will qualify and to which Championship event. Omit this section if the event is not a qualifying event.)

"This event will qualify _____ team(s) to advance to the _____
Championship Event.

Teams may qualify by earning one of the following awards for each program (indi, BOLT, and/or RVR):

- ☐ **Overall Event Champion Award:** Team with the highest Total Score from their combined Missions
- ☐ **Overall 2nd Place Award:** Team with the 2nd highest Total Score from their combined Missions
- ☐ **Overall 3rd Place Award:** Team with the 3rd highest Total Score from their combined Missions

Every team's total Mission scores will also be posted to the Global Leaderboard so you can see how you compare to other teams in your area and the whole world! If there are still spots open at the end of the season, teams from the Global Leaderboard will be invited to the Championship event, so you all have a chance to qualify!

During the awards ceremony, we will also be recognizing **Mission Mastery Awards**, and these awards recognize the three teams that achieved the highest scores on each individual Mission.

Let's Get Started!

"Teams, you've worked hard to get here, and today is your opportunity to demonstrate your creativity, teamwork, and problem-solving skills.

Most importantly...

Have fun.

Support one another.

Learn something new.

And enjoy the experience!

Good luck to everyone...

Let's begin the competition!"

 **HOST TIP:** Don't feel like you need to read every word exactly as written. Make the script your own! Your enthusiasm and encouragement will set the tone for the entire event.

Keep the ceremony moving, celebrate the students, and remember—the sooner you begin the first Mission, the sooner the fun starts.

9.6 Setting Up Competition Displays

Either before or after the Opening Ceremony, update your displays to show information about the competition.

Main Display

The Main Display(s) need be set to show the Event Timers for each program (indi, BOLT, RVR).

Status Display

The Status Displays can be set to show a variety of information. If you only have one Status Display, then it is recommended to show the combined Mission Schedule and Ranking display type so that teams can refer to that display to check for their upcoming match times, saved scores, and how they are ranking compared to other teams throughout the event day. If you have multiple Status Displays, you can opt to separate these display types onto separate screens.

9.7 Queuing

The Queuing process helps keep the competition running on schedule by ensuring teams are ready when a competition field becomes available. An effective Queuer is organized, communicates clearly, and creates a welcoming experience for every team. By preparing the next teams in advance, volunteers can minimize downtime between Missions and keep the event moving at a steady pace.

Whenever possible, Queuers should begin preparing the next teams before the current Mission has ended. This allows teams enough time to arrive at the competition field without feeling rushed while keeping the competition running efficiently.

Queuing Staffing

The number of Queuers needed depends on the number of SRM programs being offered at your event and the number of teams participating. At a minimum, it is recommended to have **one Queuer for each SRM program** to help keep the competition running on schedule.

For example:

- **indi only event:** 1 Queuer
- **BOLT only event:** 1 Queuer
- **RVR only event:** 1 Queuer
- **indi + BOLT event:** 2 Queuers

- **indi + BOLT + RVR event:** 3 Queuers (one assigned to each program)

Each Queuer should remain with their assigned program throughout the event and be stationed near that program's Queuing Area and competition fields.

For larger events, additional volunteers can be assigned to the Queuing Area to improve efficiency. Extra Queuers or **Runners** can:

- Help locate teams that have not reported to the Queuing Area.
- Answer questions from teams and coaches.
- Organize teams waiting to compete.
- Direct teams to the correct competition field when it becomes available.
- Keep the next one or two teams prepared to compete.

Providing additional volunteers in the Queuing Area can significantly improve event flow, especially at larger competitions where the Team Staging Area is farther from the competition fields.

 **HOST TIP:** If you have extra volunteers, assign them to the Queuing Area. A well-staffed queuing process is one of the easiest ways to keep your event running on time and reduce delays between Missions.

Materials Needed

Queuers typically need the following materials:

- Table and chair for each SRM program (indi, BOLT, and/or RVR)
- Program identification sign (indi, BOLT, and/or RVR)
- **Tablet** running the TEAM Alliance Competition Application with the Queuing screen (*recommended*) **or**
- **Printed Mission Schedule** on a clipboard with a pen or highlighter
- Radio or other communication device (*optional, for larger events*)

Queuing Responsibilities

Throughout the event, the Queuer should:

- Confirm which teams should report for the next Mission.
- Welcome teams as they arrive at the Queuing Area.
- Verify teams are reporting to the correct program and Mission.
- Direct teams to the appropriate competition field when instructed.
- Communicate with Evaluators and the Event Management Operator if delays occur.
- Notify a Runner (if available) when a scheduled team cannot be located.

Recommended Queuing Process

1. Review the upcoming Mission schedule.
2. Invite the next one or two teams to report to the Queuing Area.
3. Confirm the teams are prepared to compete.
4. When a competition field becomes available, direct the next team to the correct field.
5. As soon as a team leaves the Queuing Area, begin gathering the next scheduled team.
6. Repeat this process throughout each Mission.

If a Team Is Not Ready

Occasionally a team may still be making repairs, charging their robot, or may not arrive at the Queuing Area on time.

If this happens:

- Give the team a reasonable opportunity to report.
- Ask a Runner to locate the team, if one is available.
- Inform the Event Management Operator if the delay may impact the event schedule.
- Follow the Event Host's procedures regarding missed Missions or schedule adjustments.

The goal is to keep the event moving while providing teams with every reasonable opportunity to participate.

Communication Tips

A friendly Queuer helps create a positive competition experience.

- Greet each team with enthusiasm.
- Speak loudly and clearly when calling teams.
- Give teams advance notice before they are expected at the competition field.
- Answer questions or direct teams to someone who can help.
- Encourage students and wish them good luck before they compete.

 **HOST TIP:** Queuing is one of the **most important** factors in keeping your event on schedule. If the competition begins falling behind, check in with your Queuers first—they can quickly tell you whether teams are reporting on time or if additional reminders, runners, or schedule adjustments are needed.

9.8 Controlling the Event Timer

The Main Display **Event Timer** is one of the most important tools used during an SRM event. It provides a consistent competition experience for every team and keeps the event running on

schedule. The timer is typically operated by the **Emcee** using the TEAM Alliance Competition Application. If an Emcee is not available, the **Event Management Operator** or **Head Evaluator** may also operate the timer.

The Competition Application automatically manages the timing sequence for each Mission:

-  **3-Minute Setup Period** – Teams prepare their robot, field, and Mission setup.
-  **5-Minute Mission Period** – Teams attempt their prepared Mission and may make multiple attempts within the allotted time.
-  **Automatic Reset** – At the end of the Mission Period, the timer automatically resets and is ready for the next Mission.

Starting the Timer

Before starting the timer:

- Confirm the correct teams are at each competition field and are ready.
- Verify Evaluators and the Head Evaluator is ready.
- Announce that the Setup Period is about to begin.

Once everyone is ready, start the timer using the Competition Application. The application will automatically transition from the **Setup Period** to the **Mission Period**, allowing the Emcee to focus on making announcements and encouraging teams throughout the competition.

Pause & Reset Functions

The Competition Application includes **Pause** and **Reset** functions to handle unexpected situations.

Use the **Pause** function if:

- You prefer to not automatically transition from the Setup Period to the Mission Period.
- A technical issue affects multiple teams.
- An unexpected safety concern temporarily stops the competition.

Once the issue has been resolved, the timer can be resumed according to the guidance in the Competition Manual.

Use the **Reset** function only when the current Mission must be restarted in accordance with the Competition Manual or direction from the Head Evaluator.

Timer Audio

The competition application is browser-based, so ensure that the browser window is active throughout the event on your Main Display(s). If there are technical difficulties with the audio, the Emcee can verbally announce the start and end of the Setup and Mission periods.

 **HOST TIP:** Before the first Mission begins, conduct a practice run using the Event Timer with your Emcee and Evaluators. Hearing the timer sounds, watching the automatic transition between Setup and Mission Time, and practicing the Pause and Reset functions helps everyone feel confident before teams begin competing.

9.9 Scoring Missions

During each Mission, an **Evaluator** is assigned to each competition field to observe the team's performance and record scores using the **TEAM Alliance Competition Application**. In addition to accurately scoring Mission Objectives, Evaluators play an important role in creating a positive, encouraging experience for every team.

Evaluators should be familiar with the current SRM Competition Manual and the Mission scoring criteria before the event begins. They should also strive to remain consistent and impartial, applying the rules fairly to every team. After arriving at the competition, Evaluators should check-in with the Head Evaluator to receive additional training on the Mission Objectives and competition application.

Evaluator Responsibilities

Throughout each Mission, the Evaluator should:

- Verify the correct team is at your field.
- Ensure the team is ready for the 3-minute Setup Period.
- During the 5-minute Mission period, record Mission scores using the TEAM Alliance Competition Application.
- Observe the team's performance and apply the Mission scoring criteria consistently.
- Ask the students questions either during the Setup time or after they have completed their final Mission run to learn more about their strategy and how they coded their robots. This will be used to complete the scoring process.
- Create a welcoming and encouraging environment for students.
- Consult the Head Evaluator if a rule interpretation or unusual situation arises.

Materials Needed:

- Chair for the Evaluator to rest between Missions.
- **Tablet** with the TEAM Alliance Competition application (preferred), or

- **Paper score sheets** with a pen, if tablets are not available or a technical problem with the Competition application comes up.
- Access to the SRM Competition Manual for reference.

Creating a Positive Experience

For many students, this may be their first robotics competition. A friendly Evaluator can help students feel more comfortable and confident before they begin.

Simple ways to help students feel at ease include:

- 😊 Greet the team with a smile and introduce yourself.
- 🙌 Welcome them to the competition field.
- 💬 Ask a simple question such as:
 - "How's your day going?"
 - "Are you excited for today's Mission?"
 - "Is everyone ready?"
- 😄 Offer words of encouragement before the timer begins.
- 🎉 Congratulate the team after their Mission, regardless of the score.

Remember that while Evaluators should be friendly and supportive, they should avoid coaching teams or providing strategic advice that could influence the outcome of the competition.

Scoring Best Practices

To ensure a fair and consistent competition:

- Score only what you observe during the Mission.
- Apply the scoring criteria consistently for every team.
- If you're uncertain about a scoring decision, consult the Head Evaluator before finalizing the score.
- Review the recorded score for the Mission Objectives with the students before saving it in the competition application.
- Ensure to save the score for the best run before moving onto the next team.

The goal is not only to score the Mission accurately, but also to help every team leave the competition field feeling respected, encouraged, and excited for their next Mission.

9.10 Team Ranking

Throughout the competition, the **TEAM Alliance Competition Application** automatically calculates team rankings in accordance with the current **SRM Competition Manual**. As Mission scores are entered and saved by Evaluators, team rankings are updated in real time, providing teams and spectators with an up-to-date view of the competition.

Because rankings are calculated automatically, Event Hosts and volunteers do not need to manually calculate scores or determine standings. This helps reduce errors and allows volunteers to focus on supporting teams and operating the event.

Status Display

TEAM Alliance strongly recommends including a **Status Display** in a location that is easily visible to teams and spectators, such as near the Audience Seating Area or Team Staging Area.

The Status Display automatically refreshes throughout the day to show:

- Current team rankings.
- Team scores as they are recorded.
- Program-specific standings.
- Other live event information, depending on the selected display.

Displaying live rankings helps build excitement throughout the event and allows teams, coaches, and spectators to easily follow the competition as it unfolds.

Printing Rankings

At any time during the event, the Competition Application can generate a **printed ranking report** for each SRM program. Printed rankings may be helpful for:

- Reviewing final standings before the Awards Ceremony.
- Providing volunteers with a printed reference if needed.

Although printed rankings can be useful, the **Status Display** is the recommended way to communicate live standings since it updates automatically as new scores are entered.

 **HOST TIP:** Position the Status Display where both teams and spectators can easily see it without creating congestion around the competition fields. Live rankings generate excitement throughout the day and reduce the number of questions volunteers receive about current standings.

9.11 Awards & Award Ceremony

The Awards Ceremony is the culmination of the event and provides an opportunity to celebrate the accomplishments, creativity, and perseverance of every team. A well-organized ceremony creates a memorable conclusion to the competition while recognizing the students, volunteers, and supporters who made the event possible.

Before inviting everyone to the Awards Area, take a few minutes to prepare the awards, verify the final results, and ensure everything is ready for a smooth presentation.

Preparing for the Awards Ceremony

Once the final Mission has been completed, verify that all Mission scores have been entered into the TEAM Alliance Competition Application before determining award winners.

Finalize the Results

Before generating awards:

-  Confirm the final Mission has been scored.
-  Check for any **unsaved Mission scores**.
-  Resolve any outstanding scoring questions with the Head Evaluator.

Once all scores have been saved, open the **Awards** menu in the Competition Application and select **Auto-Fill Awards**. The application will automatically determine award recipients according to the current SRM Competition Manual, including any required tiebreaker criteria.

Prepare the Award Scripts

Next, open the **Award Scripts** menu.

The Competition Application automatically populates each award script with:

- Team number
- Team name
- Organization name and location
- Award Name

Award scripts may be:

-  Read directly from a tablet or laptop.
-  Printed for the presenter.

Print Award Certificates

The TEAM Alliance Competition application has a feature to print out award certificates. This is optional and can be used in place of offering trophies at Prequalifying Events, if desired. The Award Certificates will automatically add the winning team information for each award.

Organize the Awards

Arrange medals, trophies, ribbons, certificates, and other recognition items in the same order they appear in the Award Scripts. Doing so helps the ceremony flow smoothly and reduces the chance of presenting the wrong award.

Before beginning the ceremony, determine:

- 🎤 Who will present the awards (Emcee, Event Host, sponsor, or other volunteer).
- 🚶 The path teams will take to receive their awards.
- 📷 Where families and Team Coordinators should stand to take photos.
- 🏆 Whether a photo backdrop will be available for team pictures after receiving awards.

Once everything is in place, invite teams and spectators to gather for the Awards Ceremony.

💡 **HOST TIP:** Read through the Award Scripts once before the ceremony begins. Confirming pronunciation of team names, school names, and presenter assignments helps the ceremony feel polished and professional.

Conducting the Awards Ceremony

The Awards Ceremony should be energetic, positive, and focused on celebrating every team's accomplishments throughout the day. Keep the ceremony moving while allowing enough time for applause, photos, and recognition of the students' hard work.

Welcome Everyone

Begin by welcoming everyone back together.

Consider thanking:

- Volunteers
- Coaches
- Team Coordinators
- Parents and families
- Sponsors
- Venue partners

A simple thank-you reminds everyone that the event was a community effort.

Celebrate the Students

Take a moment to recognize what the students have accomplished.

For example:

"Today wasn't just about earning awards—it was about learning new skills, solving problems, working together, and having the confidence to try something new. Every team here should be proud of what they've accomplished."

Or:

"Whether today went exactly as planned or presented unexpected challenges, every Mission was an opportunity to learn, improve, and grow. That's what robotics is all about."

Explain the Award Process

Before presenting the first award, briefly explain how the ceremony will work.

For example:

- When your team is announced, please come to the presentation area using the designated walkway.
- Team Coordinators and families are welcome to take photos from the designated photo area.
- After receiving your award, please exit using the marked pathway and return to your seats or visit the photo backdrop, if available.

Present the Awards

Present each award using the Award Scripts generated by the Competition Application.

For each award:

- Announce the award.
- Read the winner's information.
- Invite the team forward.
- Present the award.
- Pause briefly for applause and photos before continuing.

Maintain an enthusiastic pace while giving each team a chance to enjoy the recognition.

Closing Remarks

Conclude the event by congratulating all participants and thanking everyone for making the event a success.

You may also wish to remind attendees to:

- Clean their Team Staging Area before leaving.
- Collect all personal belongings and equipment.
- Thank the volunteers who supported the event.
- Be aware of the venue closing time.

Finish by wishing everyone safe travels and thanking them for being part of the TEAM Alliance community.

 **HOST TIP:** Keep the ceremony moving, but don't rush the celebration. For many students, receiving an award is a highlight of their season. A few extra seconds for applause and photos creates lasting memories while still keeping the event on schedule.

9.12 Finalizing the Event

Once the Awards Ceremony has concluded and you are confident that all Mission scores and awards are correct, the final step is to **Finalize the Event** using the **TEAM Alliance Competition Application**.

Finalizing the event officially closes the competition and publishes the final results. This step should be completed by the **Event Host** or **Event Management Operator** only after confirming that no additional score changes or award updates are needed.

Finalizing the Event

From the **Finalize Event** menu, select **Finalize Event**.

The Competition Application will automatically:

-  Lock the event to prevent any additional changes to scores or awards.
-  Publish the final award winners to the event's public webpage.
-  Upload each team's **Total Score** to the **Global Leaderboard**.

Once complete, the event results become official.

Before Finalizing

Before selecting **Finalize Event**, verify that:

-  All Mission scores have been entered and saved.
-  Any scoring questions have been resolved.
-  Award winners have been verified.
-  The Awards Ceremony has been completed.
-  No additional changes to the event are anticipated.

Taking a few moments to complete this checklist can help avoid unnecessary corrections later.

Need to Make a Change?

Once an event has been finalized, it can no longer be edited through the Competition Application.

If an event is finalized accidentally or a correction is needed after finalization, the Event Host must **contact TEAM Alliance** to request that the event be reopened before any changes can be made.

 **HOST TIP:** Wait until the last team has received their award and everyone has had an opportunity to ask questions before finalizing the event. It's much easier to make a small correction beforehand than to request that TEAM Alliance reopen a finalized event.

9.13 Championship Qualification

One of the most common questions Event Hosts receive after the Awards Ceremony is, "**When will we receive our Championship invitation?**" While teams earn qualification at the event, the invitation process is managed by **TEAM Alliance** after the event has been finalized.

After the Event Host finalizes the event in the TEAM Alliance Competition Application, TEAM Alliance reviews the event results and issues Championship invitations to teams that earned a qualifying award.

What Teams Can Expect

Event Hosts can share the following information with qualifying teams:

- Championship invitations are typically issued within **3–5 business days** after the event has been finalized.
- Invitations will appear in the **Team Coordinator's myTEAMevents.org account**.
- The Team Coordinator can **accept or decline** the invitation directly within myTEAMevents.org.
- Teams should monitor their email and myTEAMevents.org account for updates regarding their invitation.

Questions About Qualification

If teams have questions about the qualification process, Championship invitations, or eligibility, encourage them to contact **TEAM Alliance** directly.

Email: support@teamalliance.org

This helps ensure teams receive the most accurate and up-to-date information while allowing Event Hosts to focus on operating a successful competition.

 **HOST TIP:** If a team asks about Championship invitations immediately after the Awards Ceremony, remind them that invitations are **not sent on event day**. Let them know they

should expect to receive their invitation within **3–5 business days** after the event has been finalized.

9.14 SRM Live Remote Events

Live Remote Events provide an opportunity for teams that are unable to attend an In-Person event to participate by demonstrating their Missions live to an Evaluator through a video conferencing platform. While the event format is different, the goal remains the same—to provide students with a fun, supportive, and consistent competition experience.

Unlike In-Person events where teams rotate through Missions together, each team is assigned an individual competition time. During that scheduled session, the team completes inspection and then performs all of their Missions consecutively while being observed and scored by the Evaluator.

Note: For the **2026–2027 season**, TEAM Alliance will serve as the Event Host for all Live Remote Events unless special arrangements have been approved.

Preparing for a Live Remote Event

Before the event, the Event Host should complete several planning tasks to ensure the competition runs smoothly.

Schedule Team Time Slots

Create a registration process that allows teams to reserve a **30-minute competition time slot**.

This can be accomplished using tools such as:

- SignUpGenius
- Google Forms
- Direct email communication
- Other scheduling software

Provide each participating team with their assigned competition time well in advance of the event.

Select Evaluators

Identify a **Head Evaluator** who will oversee the event and score Missions.

If the video conferencing platform supports **breakout rooms**, additional Evaluators may be assigned to allow multiple teams to compete simultaneously. Each breakout room should have its own Evaluator.

Create the Video Meeting

Create a meeting using a video conferencing platform such as:

- Google Meet
- Zoom
- Microsoft Teams

Share the meeting information with participating teams before the event along with any instructions for joining the call.

Event Day Operations

On the day of the event:

1. The Event Host and Evaluator(s) join the meeting before the first scheduled team.
2. The team joins the meeting at its scheduled time.
3. The Evaluator conducts the team inspection.
4. The team completes **all Missions consecutively** during its scheduled session.
5. The Evaluator records the Mission scores.
6. The team leaves the meeting, and the next team joins at its scheduled time.

This process is repeated for each participating team throughout the event.

Youth Protection Requirements

Live Remote Events must follow all TEAM Alliance Youth Protection requirements.

At a minimum:

- Two adults must be present whenever students are participating in a video call.
- If breakout rooms are used, **each breakout room** must have at least two adults present.
- The Team Coordinator (or another designated adult) must be present with the students throughout the competition session.
- The supervising adult may remain off camera but must be in the same room as the students during the video call.

These practices help ensure a safe and transparent environment for everyone participating.

Awards & Rankings

Most Live Remote Events will **not** present traditional event awards. Instead, participating teams will have their **Total Scores uploaded to the Global Leaderboard**, allowing them to compare their performance with teams from around the world.

In certain situations, such as when all participating teams represent the same event region and the event is operating as the equivalent of an In-Person qualifying event, TEAM Alliance may approve the presentation of the standard event awards.

Interested in Hosting a Live Remote Event?

Because Live Remote Events require additional planning, technology, and Youth Protection considerations, Event Hosts interested in hosting one should **contact TEAM Alliance** before beginning the planning process.

TEAM Alliance will work with Event Hosts to determine whether a Live Remote Event is appropriate and provide guidance on event setup, scheduling, technology, and competition procedures.

Contact: support@teamalliance.org

 **HOST TIP:** Schedule a short practice video call with your Evaluators before event day to test cameras, microphones, screen layouts, internet connections, and scoring procedures. Spending a few minutes testing the technology beforehand helps create a smoother experience for both volunteers and teams.

9.15 SRM Online Submission Events

Online Submission Events provide another opportunity for teams that are unable to attend an In-Person event to participate in the SRM competition. Instead of performing Missions live, teams submit a presentation along with video recordings of their Mission runs for evaluation. This flexible format allows teams to compete from anywhere while still showcasing their creativity, engineering, and programming skills.

Unlike In-Person and Live Remote events, teams are **not limited by a competition time window**. Teams may complete as many practice runs as they wish before submitting videos of their best Mission performances.

How Online Submission Events Work

Each participating team submits:

- A team presentation.
- Video links for each required Mission.

Once the submission deadline has passed, **three Evaluators** independently review each team's presentation and Mission videos using the TEAM Alliance Competition Application.

The Competition Application automatically averages the three Evaluator scores for each Mission to determine the team's official Mission Scores and Total Score.

Rankings & Championship Advancement

Unlike In-Person competitions, **Online Submission rankings are not publicly displayed.**

TEAM Alliance uses the official rankings to determine which teams advance to their regional **Online Submission Championship Event.**

Teams qualifying for the Championship Event will complete an additional **Championship Mission** and submit:

- An updated team presentation.
- New video links demonstrating their Championship Mission.

As with the Qualifying Event, **three Evaluators** independently score each team's submission. The Competition Application averages the scores, and the highest-ranked teams are recognized during the Championship Event.

Event Host Responsibilities

TEAM Alliance partners with designated Event Hosts to coordinate Online Submission Events.

Event Hosts are responsible for:

- Identifying **three Evaluators** to review team submissions.
- Coordinating with TEAM Alliance throughout the event.
- Helping ensure evaluations are completed by the required deadlines.

TEAM Alliance will:

- Train Evaluators on the Competition Application.
- Provide guidance on the evaluation process.
- Manage event setup and support throughout the competition.

Evaluating Online Submissions

Each Evaluator reviews every assigned submission and records scores within the TEAM Alliance Competition Application. Evaluators should:

- Review the entire presentation before scoring.
- Watch each Mission video carefully.
- Apply the Competition Manual consistently to every team.
- Score only what is demonstrated in the submitted materials.

The Competition Application automatically combines the three evaluations to calculate the official results.

Interested in Hosting an Online Submission Event?

Online Submission Events require close coordination with TEAM Alliance to ensure a consistent evaluation process and timely completion of scoring.

Event Hosts interested in coordinating an Online Submission Event should contact TEAM Alliance before planning begins.

Contact: support@teamalliance.org

 **HOST TIP:** Select Evaluators who are comfortable reviewing presentations and videos independently and who can commit to completing their evaluations by the published deadline. Consistent, timely scoring helps ensure teams receive fair and accurate results.

10. SRC Competition Operations

SRC Competition Day

- [10.1 SRC Competition Day Overview](#)
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- [10.14 SRC Live Remote Events](#)

10.1 SRC Competition Day Overview

With your venue prepared and volunteers in place, you're ready to begin the competition. SRC events follow a simple, structured event flow that guides teams through check-in, inspection, Matches, Tech Trials, scoring, rankings, and the awards ceremony. The **TEAM Alliance Competition Application streamlines many of these activities**, allowing volunteers to focus on supporting teams and creating a fun, engaging competition experience.

The In-Person event day will include these stages:

- ☐ Team & Volunteer Check-in
- ☐ Inspection
- ☐ Generating the Match and Tech Trials Schedules
- ☐ Opening Ceremony
- ☐ Queuing, Running & Scoring Matches and Tech Trials
- ☐ Awards & Award Ceremony

This chapter provides step-by-step guidance for each stage of operating an SRC event, from welcoming teams as they arrive through finalizing event results and championship qualifications. Please ensure you have reviewed the Venue Setup chapter of this guide before reading this section because it contains critical information in preparing your venue for the event. Whether you're hosting your first event or looking to refine your operations, these best practices will help you confidently manage every phase of the competition.

At the end of this chapter, additional information on how to run a Remote Event will be provided.

10.2 Team & Volunteer Check-in

Team and Volunteer Check-in is the official start of your event. A welcoming, organized check-in process helps everyone feel prepared while ensuring important event information is verified before the competition begins. Encourage volunteers to greet participants with a smile, answer questions, and help direct teams to their next destination. A positive first impression sets the tone for the rest of the day.

Team & Volunteer Check-in Staffing

There should be at least one Team Check-in Volunteer and one Volunteer Check-in Volunteer designated to perform the check-in process. These volunteers typically arrive earlier than most other volunteers since they will need to be prepared once the venue doors open for teams and other volunteers.

- The Event Volunteer Lead may assist with checking-in volunteers, but they may need to periodically step away from the check-in desk to manage volunteers in other areas.
- If the check-in volunteers are available for the remainder of the event, then they can be assigned another role, like a Queuer.
- For larger events (> 20 teams), it's recommended to have multiple check-in volunteers to speed up the process and minimize congestion at the check-in areas.

Team Check-in Display

The competition application includes a combined Team Check-in and Inspection display type that shows the status for each team. It's recommended to show this display type on the Status and/or Main Display at the beginning of the event so that teams and event staff can monitor the check-in and inspection status. This display will automatically update each time a team is checked-in using the Team Check-in menu in the competition application.

Team Check-in Process

Each team should be checked in by the **Team Coordinator** or another authorized adult responsible for the team. The primary goals of Team Check-in are to verify attendance, confirm emergency contact information, ensure required consent forms have been completed, and direct teams to the appropriate event areas.

Materials Needed

- Tables & chairs for volunteers
- Team Check-in Sign

- Tablets / laptops with the TEAM Alliance Competition Application or printed registered Team List with pens
- Optional: Team Welcome Packets
 - Event Agenda
 - Venue Map
 - Meal information
 - Swag

Using the Competition Application

The preferred method for Team Check-in is through the **TEAM Alliance Competition Application**, where the Team Check-in Volunteer will see a list of registered teams organized by program and team number.

For each team:

7. Mark the team as **Arrived**.
8. Confirm the Team Coordinator's emergency contact phone number.
9. Verify the number of students with completed digital Participant Release and Consent Forms.
10. If another authorized adult is attending in place of the Team Coordinator, update the adult's name and emergency contact information in the application.
11. Distribute any optional event materials prepared by the Event Host, such as event schedules, meal information, maps, or other announcements.
12. Direct the team to the **Team Staging Area** and **Inspection Area**.

Using a Printed Team List

If a laptop or tablet is not available, Team Check-in can be completed using a printed team roster containing the same information. A designated volunteer can later update the Competition Application when a device becomes available.

Consent Forms

Every student participating in a TEAM Alliance event must have a completed **TEAM Alliance Participant Release and Consent Form** on file before participating.

If a student arrives without a completed consent form:

- Ask the Team Coordinator to get the required form completed in myTEAMevents.org before the student participates.
- Students are not allowed to compete until the required consent form has been submitted. The team can still be checked-in if there are other students on the team that do have completed forms.

- Notify the Event Host and/or Event Volunteer Lead to assist with managing these situations when needed.

Emergency Contacts

Emergency contact information is used only if an incident occurs during the event and the Event Host needs to quickly reach the responsible adult for a team.

Always verify this information during Team Check-in, even if it was previously entered during registration.

Volunteer Check-in Process

Volunteer Check-in ensures each volunteer knows where to report, understands their responsibilities, and has the resources needed to be successful throughout the day.

As volunteers arrive, welcome them and thank them for supporting the event. A positive volunteer experience is one of the best ways to encourage volunteers to return for future competitions.

The Event Host or Event Volunteer Lead will provide a list of volunteers with their assigned role and phone number. Review each of these roles with the Volunteer Check-in volunteer to ensure they know where to direct each volunteer and what materials they will be providing to the volunteers.

Materials Needed

- Tables & chairs for volunteers
- Volunteer Check-in Sign
- Volunteer List with volunteer roles, area of the event the volunteer will report to, and any specific volunteer training materials, if applicable.
- Optional: Volunteer Welcome Packets
 - Nametags
 - Volunteer shirt
 - Event Agenda
 - Venue Map
 - Meal information
 - Swag

For each volunteer:

- Confirm their assigned volunteer role.
- Direct them to the area where they will be serving.
- Review the event schedule and key event times.
- Explain meal arrangements and snack locations, if applicable.
- Share the location of the Volunteer Hospitality Area or break room, if available.

- Provide any role-specific instructions or training materials, if provided.
- Distribute volunteer shirts, name badges, appreciation gifts, or other event materials, if applicable.

Volunteer Attendance

Maintain communication with the **Event Volunteer Lead** and **Event Host** throughout check-in to monitor volunteer attendance.

If volunteers are unable to attend:

- Recruit parents or other adults attending with teams to fill appropriate volunteer roles.
- Work with the Event Volunteer Lead to reassign volunteers to critical positions as needed.
- Utilize extra volunteers for flexible roles such as **Queuers** or **Runners**, if available.

Being flexible and adapting volunteer assignments throughout the day helps ensure the event continues to operate smoothly.

 **HOST TIP:** Identify your critical volunteer roles before the event begins. If you're short on volunteers, fill those positions first and then assign additional volunteers to support roles as they become available.

10.3 Inspection

Inspection is an important step that helps ensure every team is ready to compete and that all participants are following the requirements of the current Competition Manual. The goal of inspection is not to prevent teams from competing, but to identify any issues early and give teams an opportunity to make corrections before the competition begins.

Whenever possible, inspection should begin as soon as teams complete Team Check-in. Inspecting teams as they arrive spreads the workload throughout the morning and helps the competition start on schedule.

Inspection Staffing

The number of Inspectors needed depends on the number of teams attending your event and how quickly you would like inspection to be completed. The general recommendation is providing at least two inspectors for every ten teams. It is highly recommended to **utilize the Head Referee and Scorekeepers to conduct the inspections** since they will already be familiar with the competition manuals, and this provides a great opportunity for them to meet the teams before the competition begins.

Because inspection is intended to help teams succeed, Inspectors should take a positive, educational approach by explaining requirements, answering questions, and helping teams resolve any issues before competition begins.

Inspection Display

The competition application includes a combined Team Check-in and Inspection display type that shows the status for each team. It's recommended to show this display type on the Status and/or Main Display at the beginning of the event so that teams and event staff can monitor the check-in and inspection status. This display will automatically update each time a team's inspection status is changed using the Inspection menu in the competition application.

Inspection Process

During Inspection, an Inspector reviews each team's robots with the team using the inspection criteria provided in the current SRC Inspection sheet. Inspection should be completed before a team participates in its first SRC Match or Tech Trial.

Materials Needed

- Tables & chairs for Inspectors
- Tablets / laptops with the TEAM Alliance Competition Application or printed Inspection sheets (1 for each team) with pens
- At least one SRC Sizing Tool
- At least one printed or electronic SRC Competition Manual for reference

Using the Competition Application

The preferred method for Inspection is through the **TEAM Alliance Competition Application on tablets or laptops**, where the Inspector will see a list of teams organized by program and team number in an Inspection screen. When the Inspector selects the team, the appropriate inspection criteria will appear in the application for them to review with the team. There are three inspection states possible:

4.  **Not Passed:** Default state for all teams before they have been inspected. Teams are not allowed to compete until they have completed inspection.
5.  **Partially Passed:** The team has passed some, but not all, of the inspection criteria. The team can go back to the Staging Area and make adjustments and then return to get those final criteria corrected.
6.  **Passed:** The team has passed all inspection criteria and is approved to compete.

If additional tablets or laptops are not available, then hard-copy inspection sheets can be used to track the team's inspection status. The completed inspection sheets can be delivered to the Event Management Operator to enter the inspection status into the competition application.

Mitigating Inspection Issues

Most teams will successfully pass inspection on their first attempt. When inspection issues are identified, they are typically minor and can often be corrected in just a few minutes at the inspection table or back in the Team Staging Area. Once the issue has been resolved, the team should return for reinspection of only the items that required correction.

Inspectors should approach every inspection as **an opportunity to educate and support teams**. Clearly explain any concerns, answer questions, and encourage students to make the necessary corrections. The goal is to help every team participate while maintaining a fair and consistent competition for all participants.

If an Inspector believes a team may not be able to pass inspection, the Event Host should be notified as soon as possible. The Event Host, along with the Head Referee, should work with the team to determine the best path forward. In most cases, mechanical or equipment-related issues can be resolved with reasonable modifications before the competition begins.

One situation that may require additional discussion involves the **TEAM Alliance Student-Powered Policy**. If a team indicates that students did not design, build, or program the robot themselves, the Event Host and Head Referee should discuss the circumstances with the team to determine the appropriate course of action. Depending on the situation, the team may be able to make modifications that remove non-student work or otherwise bring the robot(s) into compliance with the Student-Powered Policy before competing. The Event Host can also contact TEAM Alliance by phone to discuss these situations and determine next steps.

10.4 Generating the Match and Tech Trial Schedules

The **Team vs. Team Match** and **Tech Trial** schedules are generated using the **TEAM Alliance Competition Application**. Schedules should only be generated **after all teams have arrived and completed Team Check-in**, ensuring the application has an accurate list of participating teams.

It is common for one or more teams to cancel at the last minute due to illness, travel issues, or other unforeseen circumstances. Before generating the schedules, the Event Host should mark any absent teams in the Competition Application so they are excluded from the schedule. This helps ensure Matches and Tech Trials are balanced and prevents pairings with teams that are not attending. Additional details about this process will be covered in the Competition Application training.

Event Format

SRC events consist of **three Heats** followed by a **Finals Bracket**.

Each Heat is divided into two halves:

- During the **first half of the Heat**, half of the teams compete in **Team vs. Team Matches** while the remaining teams complete their **Tech Trials**.
- During the **second half**, the groups switch activities. Teams that completed Matches move to Tech Trials, while the remaining teams move to Matches.

This format allows all teams to remain actively engaged throughout each Heat while maximizing the use of the competition fields.

Match Pairings

The Competition Application automatically generates Match pairings for each Heat.

- **Heat 1:** Teams are paired randomly.
- **Heats 2 and 3:** Teams are paired against other teams with similar **Win-Loss-Tie (WLT) point totals**, creating increasingly competitive Matchups as the event progresses.

Event Host Responsibilities

As the Event Host, your responsibilities include ensuring the following is completed:

- ☒ Finalize the list of participating teams and exclude any teams that did not attend.
- ☒ Generate the Match and Tech Trial schedules for each Heat.
- ☒ Generate the Finals Bracket after all three Heats have been completed.

These tasks can be completed by the Event Manager Operator, Event Host, or other designated volunteer that has been trained. The detailed process on how to generate the schedules are included in the TEAM Alliance Competition Application guide.

! IMPORTANT: Before generating each Heat, take a moment to **verify that all Match and Tech Trial scores from the previous Heat have been saved**. Since the schedules for Heats 2 and 3 are based on WLT points, ensuring all results are complete helps prevent scheduling errors and keeps the competition fair.

Between Heats

Because the schedules for **Heats 2 and 3** are based on the results of the previous Heat, the event schedule should include **at least a 10-minute break** between Heats. This provides enough time to:

- Generate the next Heat schedule.
- Review the schedule for accuracy.
- Print or display the updated schedules.
- Allow teams and volunteers time to prepare for the next Heat.

Finals Bracket

Once all three Heats have been completed, the Competition Application will generate the **Finals Bracket**.

The application automatically determines the appropriate bracket size based on the number of participating teams and generates the Match schedule for the elimination rounds. After the bracket has been generated, distribute the Finals schedule to the participating teams and prepare the competition fields for the championship rounds.

10.5 Opening Ceremony

The Opening Ceremony officially kicks off the competition and sets the tone for the rest of the day. This is your opportunity to welcome teams, recognize volunteers and sponsors, share important event information, and build excitement before the first match begins. A positive, energetic opening helps create a memorable experience while ensuring everyone understands how the event will operate.

Whenever possible, gather all teams, coaches, volunteers, and spectators before beginning the ceremony. Keep the presentation concise, engaging, and focused on the students. A typical Opening Ceremony lasts **10–20 minutes**.

If you have a sponsor or STEM speaker that is available during the Opening Ceremony, you can also give them time to speak to the teams and audience.

Example Opening Ceremony Script

Welcome

"Good (**morning/afternoon**) everyone, and welcome to the _____
Sphero Robotics Competition!

My name is _____, and I'll be your Emcee today.

On behalf of **TEAM Alliance, Sphero**, _____ (*host organization*), and all of our volunteers, thank you for joining us. Today is all about having fun, learning, working together, and celebrating what you've accomplished this season."

Thank You

"Before we get started, we'd like to recognize the people who made today's event possible.

A huge thank you to:

- Our Event Host: _____
- Our volunteers _____
- Our sponsors: _____
- Our venue partner: _____

Let's give them all a round of applause!"

Safety & Venue Information

"Before we begin, here are a few important reminders.

- Restrooms are located _____.
- Water and concessions are available _____.
- Please keep aisles and walkways clear throughout the event.
- In the event of an emergency, please follow instructions from event staff and volunteers.
- Team Coordinators are responsible for supervising their students throughout the event.
- Please help us keep the venue clean by picking up after yourselves."

Event Schedule

"Here's what today's event will look like.

- We'll begin our first Heat at approximately _____.
- Lunch or breaks are scheduled for _____.
- Our Awards Ceremony will begin at approximately _____.
- We expect today's event to conclude around _____."

How Today's Competition Works

"Today's competition consists of **three Heats** followed by a **Finals Bracket**.

During each Heat, every team will participate in both **Team vs. Team Matches** and **Tech Trials**. In the first half of the Heat, half of the teams will compete in Matches while the other half completes their Tech Trials. During the second half, the groups will switch activities so every team completes both portions of the Heat.

Your Match and Tech Trial assignments are listed on your event schedule. **Please review your schedule carefully and arrive at your assigned Queuing Area at least 5–10 minutes before your scheduled Match or Tech Trial.** Our Queuers will direct you to your competition field when it is ready. The Match Queuing Area is located _____, and the Tech Trial Queuing Area is located _____.

During **Heat 1**, Match pairings are randomly assigned. During **Heats 2 and 3**, teams will be paired against other teams with similar **Win-Loss-Tie (WLT)** point totals based on the results of the previous Heat.

At the conclusion of all three Heats, the highest-ranked teams will advance to the **Finals Bracket** to compete for the Event Champion Award.

When you arrive at your competition field, the Scorekeeper will provide any final instructions before the Match or Tech Trial begins. Please remember to check your score before leaving the competition field. Once you leave the field area, scores are considered final. If you have questions about a score or a competition rule, please speak with the **Head Referee**."

Student-Powered Competition

"One of the things that makes Sphero Robotic Competitions special is that these are **Student-Powered** competitions.

Students should be making the decisions, solving problems, and operating their robots.

Coaches, parents, and mentors—we appreciate your encouragement! Please allow students to demonstrate the work they've accomplished throughout the season."

Code of Conduct

"We want today to be a positive experience for everyone.

Please remember to:

- Create a fun and positive environment that encourages learning, effort, and participation.
- Treat all participants, volunteers, staff, and attendees with kindness and respect.
- Ensure students lead the work while adults provide guidance and support.
- Compete with integrity and demonstrate good sportsmanship in all situations.
- Act in ways that protect the physical and emotional safety of all participants.
- Follow all TEAM Alliance rules, policies, and event guidelines.
- Respect the venue, equipment, and shared spaces and help keep them clean and safe.

If you have questions during the event, please speak with an Event Volunteer or the Event Host."

Championship Qualification

*(Check with **Team Alliance** to verify which awards will qualify and to which Championship event. Omit this section if the event is not a qualifying event.)*

"This event will qualify _____ team(s) to advance to the _____
Championship Event.

Teams may qualify by earning one of the following awards:

- ☐ **Event Champion Award:** Winner of the Finals Match
- ☐ **Event Finalist Award:** Runner-up for the Finals Match
- ☐ **Event Semifinalist Award:** Runner-up teams for the Semifinals Matches
- ☐ **Tech Trail Champion:** Team with the highest Tech Trial Score
- ☐ **Tech Trial 2nd Place:** Team with the second highest Tech Trial Score
- ☐ **Tech Trial 3rd Place:** Team with the third highest Tech Trial Score

Every team's Tech Trial scores will also be posted to the Global Leaderboard so you can see how you compare to other teams in your area and the whole world! If there are still spots open at the end of the season, teams from the Global Leaderboard will be invited to the Championship event, so you all have a chance to qualify!

Let's Get Started!

"Teams, you've worked hard to get here, and today is your opportunity to demonstrate your creativity, teamwork, and problem-solving skills.

Most importantly...

Have fun.

Support one another.

Learn something new.

And enjoy the experience!

Good luck to everyone...

Let's begin the competition!"



HOST TIP: Don't feel like you need to read every word exactly as written. Make the script your own! Your enthusiasm and encouragement will set the tone for the entire event. Keep the ceremony moving, celebrate the students, and remember—the sooner you begin the first matches, the sooner the fun starts.

10.6 Setting Up Competition Displays

Either before or after the Opening Ceremony, update your displays to show information about the competition.

Main Display (Team vs Team Matches)

The Main Display will be controlled by the Emcee or other designated event volunteer. This display will toggle between the Up Next, In Match and Saved Scores screens depending upon the timing of the Team vs Team Matches.



Field Displays (Team vs Team Matches)

If you have Field Displays for the Team vs Team Match fields, then those can be assigned to their respective fields in the competition application. The system will automatically display the Up Next and In Match displays during the event. These displays are optional, but recommended if the Main Display is not easily visible for teams competing in Matches.

Field Displays (Tech Trials)

Every Tech Trial field will need a Field Display. These will be controlled by the Tech Trial Scorekeepers at their assigned field through the competition application.

Status Displays

The Status Displays can be set to show a variety of information. If you only have one Status Display, then it is recommended to show the combined Schedule and Ranking display type so that teams can refer to that display to check for their upcoming match times, saved scores, and how they are ranking compared to other teams throughout the event day. If you have multiple Status Displays, you can opt to separate these display types onto separate screens.

10.7 Queuing

The Queuing process helps keep the competition running on schedule by ensuring teams are ready when a competition field becomes available. An effective Queuer is organized, communicates clearly, and creates a welcoming experience for every team. By preparing the next teams in advance, volunteers can minimize downtime and keep the event moving at a steady pace.

Whenever possible, Queuers should begin preparing the next teams before the current Match or Tech Trial has ended. This allows teams enough time to arrive at the competition field without feeling rushed while keeping the competition running efficiently.

Queuing Staffing

The number of Queuers needed depends on the number of competition fields and teams participating. At a minimum, TEAM Alliance recommends **one Queuer for the Team vs. Team Match fields** and **one Queuer for the Tech Trial fields** to help keep the competition running efficiently.

Each Queuer should remain assigned to their respective competition area throughout the event and be stationed near the appropriate Queuing Area and competition fields.

For larger events, additional volunteers can be assigned to the Queuing Areas to improve event flow. Extra Queuers or **Runners** can:

- Help locate teams that have not reported to the Queuing Area.

- Answer questions from teams and coaches.
- Organize teams waiting to compete.
- Direct teams to the correct Match or Tech Trial field when it becomes available.
- Keep the next one or two teams prepared to compete.

Providing additional volunteers in the Queuing Areas can significantly improve event flow, especially at larger events where the Team Staging Area is farther from the competition fields or when multiple Match and Tech Trial fields are operating simultaneously.

 **HOST TIP:** The Match and Tech Trial Queuing Areas are two of the most important locations for keeping an SRC event on schedule. If you have extra volunteers available, assigning them as additional Queuers or Runners is one of the most effective ways to minimize delays between Matches and Tech Trials.

Materials Needed

Queuers typically need the following materials:

- Table and chair for the Matches and Tech Trials areas.
- Queueing area signs (Match Queueing or Tech Trial Queueing)
- **Tablet** running the TEAM Alliance Competition Application with the Queueing screen (*recommended*) **or**
- **Printed Match and Tech Trial Schedules** on a clipboard with a pen or highlighter
- Radio or other communication device (*optional, for larger events*)

Queueing Responsibilities

Throughout the event, the Queuer should:

- Confirm which teams should report for the next Match or Tech Trial.
- Welcome teams as they arrive at the Queueing Area.
- Verify teams are reporting to the correct Match or Tech Trial.
- Direct teams to the appropriate competition field when instructed.
- Communicate with Scorekeepers and the Event Management Operator if delays occur.
- Notify a Runner (if available) when a scheduled team cannot be located.

Recommended Queueing Process

7. Review the upcoming Match or Tech Trial schedule.
8. Invite the next one or two teams to report to the Queueing Area.
9. Confirm the teams are prepared to compete.
10. When a competition field becomes available, direct the next team(s) to the correct field.
11. As soon as the teams leave the Queueing Area, begin gathering the next scheduled teams.

12. Repeat this process throughout each Match or Tech Trial.

If a Team Is Not Ready for a Match

Occasionally a team may still be making repairs, charging their robot, or may not arrive at the Queuing Area on time.

If this happens:

- Give the team a reasonable opportunity to report.
- Ask a Runner to locate the team, if one is available.
- Inform the Event Management Operator if the delay may impact the event schedule.
- Follow the Event Host's procedures regarding missed Matches or schedule adjustments.

The goal is to keep the event moving while providing teams with every reasonable opportunity to participate.

If a Team Is Not Ready for a Tech Trial

Unlike Team vs. Team Matches, participation in every scheduled **Tech Trial** is optional. Some teams may be satisfied with an earlier Tech Trial score and choose not to participate in later opportunities, while others may miss a scheduled time due to repairs or other circumstances.

Queuers should still make every reasonable effort to help teams arrive at their scheduled Tech Trial on time. However, if a team confirms they do not wish to participate in a scheduled Tech Trial, that opportunity is **forfeited** and the event should continue as scheduled.

If the next scheduled team is already waiting, consult with the **Scorekeeper** or **Head Referee** to determine whether they would like to begin the next Tech Trial early. As a general practice, teams should **not** swap Tech Trial times, as doing so can create confusion and disrupt the event schedule. Exceptions should only be made for unusual circumstances and must be approved by the **Event Host** and **Head Referee**.

For most situations:

- Give the team a reasonable opportunity to report.
- Ask a Runner to locate the team, if one is available.
- If the team chooses not to participate or cannot be located, notify the Scorekeeper or Head Referee so the next scheduled Tech Trial can begin.
- Inform the Event Management Operator if the delay may impact the overall event schedule.
- Follow the Event Host's procedures regarding missed Tech Trials or schedule adjustments.

The goal is to keep the competition moving while giving every team a fair opportunity to participate. Once it has been confirmed that a team will not be competing, continue with the schedule to minimize delays for the remaining teams.

Communication Tips

A friendly Queuer helps create a positive competition experience.

- Greet each team with enthusiasm.
- Speak loudly and clearly when calling teams.
- Give teams advance notice before they are expected at the competition field.
- Answer questions or direct teams to someone who can help.
- Encourage students and wish them good luck before they compete.

 **HOST TIP:** Queuing is one of the **most important** factors in keeping your event on schedule. If the competition begins falling behind, check in with your Queuers first—they can quickly tell you whether teams are reporting on time or if additional reminders, runners, or schedule adjustments are needed.

10.8 Running and Scoring Team vs Team Matches

Team vs. Team Matches are one of the most exciting parts of an SRC event. Successfully running the Match fields depends on volunteers working together to keep the competition on schedule while ensuring every Match is scored fairly and consistently.

The recommended volunteer staffing includes an Emcee, Head Referee, and at least one Scorekeeper for each Match field. Before the first Match begins, ensure all volunteers understand their responsibilities and have had an opportunity to practice using the Competition Application.

Recommended Staffing

Volunteer Role	Recommended Staffing
Emcee	Minimum of 1
Head Referee	Minimum of 1 (A second Head Referee at the Tech Trials Field area is recommended for larger events)
Scorekeepers	Minimum of 1 per Match field

Field Resetters	Recommended 2-3 per Match field
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Emcee

The Emcee creates excitement throughout the event by keeping teams and spectators informed while maintaining the pace of the competition.

Responsibilities

- Welcome teams to each Match.
- Announce the teams competing.
- Provide play-by-play commentary during Matches.
- Announce Match results after scores have been finalized.
- Start the Match Timer, if assigned.
- Communicate important event announcements throughout the day.

Recommended Materials

-  Tablet running the Competition Application (*recommended*)

OR

-  Printed Match Schedule on a clipboard.

Head Referee

Only **one Head Referee** is required for an SRC event. The Head Referee is responsible for ensuring the Competition Manual is applied consistently and has final authority on rule interpretations.

For larger events with multiple Match and Tech Trial fields, TEAM Alliance recommends a **second Head Referee** to oversee the Tech Trial fields.

Responsibilities

- Train Scorekeepers before the event.
- Ensure each Match field is properly reset.
- Verify Matches are conducted according to the Competition Manual.
- Observe Matches and answer rule questions.
- Resolve scoring or rule disputes.
- Rotate between Match fields when multiple fields are operating.

Recommended Materials

-  Tablet with Match schedule

OR

-  Printed Match Schedule on a clipboard.

Scorekeepers

Each Team vs. Team Match field should have at least one Scorekeeper. A second Scorekeeper at each field can be used to help speed up the scoring process, but it's not required.

Responsibilities

Before the Match:

- Verify the correct teams are at the field.
- Confirm the field has been reset correctly.
- Prepare the Competition Application for scoring.

During the Match:

- Observe the Match carefully.
- Record scores as the Match progresses, if desired.

After the Match:

- Finalize the Match score.
- Review the score with both teams.
- Save the score in the Competition Application.
- Direct Field Resetters to prepare the field for the next Match.

Recommended Materials

-  Tablet running the Competition Application (*highly recommended*)

OR

-  Printed score sheets, clipboard, and pen.

Field Resetters

Field Resetters are responsible for preparing the competition field for the next Match. This role helps keep the competition moving efficiently by allowing the Scorekeepers to focus on reviewing scores with teams while the field is being reset.

This is an excellent volunteer role for parents, siblings, student volunteers, or anyone looking for an easy way to support the event.

Responsibilities

After each Match:

- Return all game elements to their correct starting positions.
- Verify the competition field matches the official field setup.
- Inspect the field for displaced or damaged game elements.
- Notify the Head Referee if any field repairs or adjustments are needed.
- Confirm with the Scorekeeper that the field is ready before the next Match begins.

Recommended Materials

- Field Reset Guide
- Area to sit between Matches that doesn't block the Audience view

 **HOST TIP:** Student volunteers or siblings often enjoy this role because it keeps them close to the action.

Match Timer & Displays

The TEAM Alliance Competition Application includes a Match Timer that can be operated by the **Emcee**, **Head Referee**, **Scorekeeper**, or **Event Management Operator**.

Before the first Match begins, determine which volunteer will be responsible for operating the Match Timer and allow them to practice using the Competition Application.

The Match Timer interface also controls the Main Display throughout the event. Available display modes include

Display Modes	Description
Up Next	Displays the teams competing in the upcoming Match.
In Match	Displays the Match Timer while a Match is in progress. This display automatically appears when the Match Timer is started.
Saved Scores	Displays the results of the most recently completed Match.

Field Displays located adjacent to each Match field automatically switch between the appropriate **Up Next** and **In Match** screens and do not require manual control.

Before the competition begins, conduct a complete practice Match with your Emcee, Head Referee, and Scorekeepers. Practicing the timer, displays, scoring process, and volunteer communication helps everyone feel confident before the first teams take the field.

Timer Audio

The competition application is browser-based, so ensure that the browser window is active throughout the event on your Main Display. If there are technical difficulties with the audio, the Emcee can verbally announce the start and end of the Matches.

 **HOST TIP:** Before the first Match begins, conduct a practice run using the Event Timer with your Emcee and Evaluators. Hearing the timer sounds, watching the automatic transition between Setup and Mission Time, and practicing the Pause and Reset functions helps everyone feel confident before teams begin competing.

During each Mission, an **Evaluator** is assigned to each competition field to observe the team's performance and record scores using the **TEAM Alliance Competition Application**. In addition to accurately scoring Mission Objectives, Evaluators play an important role in creating a positive, encouraging experience for every team.

Evaluators should be familiar with the current SRM Competition Manual and the Mission scoring criteria before the event begins. They should also strive to remain consistent and impartial, applying the rules fairly to every team. After arriving at the competition, Evaluators should check-in with the Head Evaluator to receive additional training on the Mission Objectives and competition application.

10.9 Running and Scoring Tech Trials

Tech Trials provide teams with an opportunity to demonstrate their robot's technical capabilities by completing individual challenges on a dedicated competition field. Compared to Team vs. Team Matches, Tech Trials require fewer volunteers and a simpler field setup, making them straightforward to operate while still providing an engaging competition experience.

Each Tech Trial field requires **one Scorekeeper** to manage the field, operate the timer, and record scores using the TEAM Alliance Competition Application. For larger events with multiple Tech Trial fields, a **Head Referee** should periodically monitor the fields, answer rule questions, and assist with any scoring concerns.

Recommended Staffing

Volunteer Role	Recommended Staffing
Head Referee	1 shared with Match fields (A dedicated Head Referee at the Tech Trial fields is recommended for larger events)
Scorekeepers	Minimum of 1 per Tech Trial field

Head Referee

The Head Referee provides oversight for the Tech Trial fields and has final authority on rule interpretations. At smaller events, the same Head Referee typically oversees both the Team vs. Team Match and Tech Trial fields. Larger events may benefit from assigning a second Head Referee to primarily oversee the Tech Trial area.

Responsibilities

- Train Scorekeepers before the event.
- Answer competition rule questions.
- Resolve scoring concerns.
- Monitor Tech Trial fields throughout the event.
- Assist with unusual situations or field issues.

Scorekeepers

Each Tech Trial field should have **one Scorekeeper** responsible for operating the field, controlling the Tech Trial timer, and recording scores.

Responsibilities

Before the Tech Trial

- Verify the correct team has reported to the field.
- Confirm the field is properly reset and ready for competition.
- Select the correct **Tech Trial Type** in the TEAM Alliance Competition Application.
- Prepare the scoring screen.

During the Tech Trial

- Start the Tech Trial using the Competition Application.
- Observe the team's performance.
- Record scores using the Competition Application.

After the Tech Trial

- Review the score with the team.
- Answer basic scoring questions or call the Head Referee for assistance.
- Save the score in the Competition Application.
- Confirm the team has reset the field before the next team begins.

Recommended Materials

-  Tablet running the TEAM Alliance Competition Application (*highly recommended*)

OR

-  Printed score sheets, clipboard, and pen.

Tech Trial Field Displays

Each Tech Trial field should include a **Field Display** that provides teams and spectators with the active Tech Trial timer and competition information.

Before each Tech Trial begins, the Scorekeeper selects the appropriate **Tech Trial Type** in the Competition Application. When the team is ready, the Scorekeeper starts the Tech Trial through the application. This automatically:

- Starts the Tech Trial timer.
- Displays the timer on the Field Display.

At the conclusion of the Tech Trial, the Scorekeeper reviews the score with the team before saving it in the Competition Application. Once the score has been saved, the Field Display automatically updates and is ready for the next team.

Field Reset

Unlike Team vs. Team Matches, Tech Trial fields typically **do not require dedicated Field Reset Volunteers**. After completing their Tech Trial, teams should reset the field and return all game elements to their proper starting positions before leaving the competition area.

The Scorekeeper should verify that the field has been reset correctly before inviting the next team to begin.

10.10 Team Ranking

Throughout the competition, the **TEAM Alliance Competition Application** automatically calculates Match and Tech Trial team rankings in accordance with the current **SRC**

Competition Manual. As scores are entered and saved by Scorekeepers, team rankings are updated in real time, providing teams and spectators with an up-to-date view of the competition.

Because rankings are calculated automatically, Event Hosts and volunteers do not need to manually calculate scores or determine standings. This helps reduce errors and allows volunteers to focus on supporting teams and operating the event.

Status Display

TEAM Alliance strongly recommends including a **Status Display** in a location that is easily visible to teams and spectators, such as near the Audience Seating Area or Team Staging Area.

The Status Display automatically refreshes throughout the day to show:

- Current team Match and Tech Trial rankings.
- Match and Tech Trial scores as they are recorded.
- Upcoming Match and Tech Trial times.

Displaying live rankings helps build excitement throughout the event and allows teams, coaches, and spectators to easily follow the competition as it unfolds.

Printing Rankings

At any time during the event, the Competition Application can generate a **printed ranking report** for Matches and Tech Trials. Printed rankings may be helpful for:

- Reviewing final standings before the Awards Ceremony.
- Providing volunteers with a printed reference if needed.

Although printed rankings can be useful, the **Status Display** is the recommended way to communicate live standings since it updates automatically as new scores are entered.

 **HOST TIP:** Position the Status Display where both teams and spectators can easily see it without creating congestion around the competition fields. Live rankings generate excitement throughout the day and reduce the number of questions volunteers receive about current standings.

10.11 Awards & Award Ceremony

The Awards Ceremony is the culmination of the event and provides an opportunity to celebrate the accomplishments, creativity, and perseverance of every team. A well-organized ceremony creates a memorable conclusion to the competition while recognizing the students, volunteers, and supporters who made the event possible.

Before inviting everyone to the Awards Area, take a few minutes to prepare the awards, verify the final results, and ensure everything is ready for a smooth presentation.

Preparing for the Awards Ceremony

Once the Finals Bracket has been completed, verify that all Tech Trial and Match scores have been entered and saved into the TEAM Alliance Competition Application before determining award winners.

Finalize the Results

Before generating awards:

-  Confirm the final Matches and Tech Trials has been scored.
-  Check for any **unsaved scores**.
-  Resolve any outstanding scoring questions with the Head Referee.

Once all scores have been saved, open the **Awards** menu in the Competition Application and select **Auto-Fill Awards**. The application will automatically determine award recipients according to the current SRC Competition Manual, including any required tiebreaker criteria.

Prepare the Award Scripts

Next, open the **Award Scripts** menu.

The Competition Application automatically populates each award script with:

- Team number
- Team name
- Organization name and location
- Award Name

Award scripts may be:

-  Read directly from a tablet or laptop.
-  Printed for the presenter.

Print Award Certificates

The TEAM Alliance Competition application has a feature to print out award certificates. This is optional and can be used in place of offering trophies at Prequalifying Events, if desired. The Award Certificates will automatically add the winning team information for each award.

Organize the Awards

Arrange medals, trophies, certificates, and other recognition items in the same order they appear in the Award Scripts. Doing so helps the ceremony flow smoothly and reduces the chance of presenting the wrong award.

Before beginning the ceremony, determine:

-  Who will present the awards (Emcee, Event Host, sponsor, or other volunteer).
-  The path teams will take to receive their awards.
-  Where families and Team Coordinators should stand to take photos.
-  Whether a photo backdrop will be available for team pictures after receiving awards.

Once everything is in place, invite teams and spectators to gather for the Awards Ceremony.

 **HOST TIP:** Read through the Award Scripts once before the ceremony begins. Confirming pronunciation of team names, school names, and presenter assignments helps the ceremony feel polished and professional.

Conducting the Awards Ceremony

The Awards Ceremony should be energetic, positive, and focused on celebrating every team's accomplishments throughout the day. Keep the ceremony moving while allowing enough time for applause, photos, and recognition of the students' hard work.

Welcome Everyone

Begin by welcoming everyone back together.

Consider thanking:

- Volunteers
- Coaches
- Team Coordinators
- Parents and families
- Sponsors
- Venue partners

A simple thank-you reminds everyone that the event was a community effort.

Celebrate the Students

Take a moment to recognize what the students have accomplished.

For example:

"Today wasn't just about earning awards—it was about learning new skills, solving problems, working together, and having the confidence to try something new. Every team here should be proud of what they've accomplished."

Or:

"Whether today went exactly as planned or presented unexpected challenges, every match was an opportunity to learn, improve, and grow. That's what robotics is all about."

Explain the Award Process

Before presenting the first award, briefly explain how the ceremony will work.

For example:

- When your team is announced, please come to the presentation area using the designated walkway.
- Team Coordinators and families are welcome to take photos from the designated photo area.
- After receiving your award, please exit using the marked pathway and return to your seats or visit the photo backdrop, if available.

Present the Awards

Present each award using the Award Scripts generated by the Competition Application.

For each award:

- Announce the award.
- Read the winner's information.
- Invite the team forward.
- Present the award.
- Pause briefly for applause and photos before continuing.

Maintain an enthusiastic pace while giving each team a chance to enjoy the recognition.

Closing Remarks

Conclude the event by congratulating all participants and thanking everyone for making the event a success.

You may also wish to remind attendees to:

- Clean their Team Staging Area before leaving.
- Collect all personal belongings and equipment.

- Thank the volunteers who supported the event.
- Be aware of the venue closing time.

Finish by wishing everyone safe travels and thanking them for being part of the TEAM Alliance community.

 **HOST TIP:** Keep the ceremony moving, but don't rush the celebration. For many students, receiving an award is a highlight of their season. A few extra seconds for applause and photos creates lasting memories while still keeping the event on schedule.

10.12 Finalizing the Event

Once the Awards Ceremony has concluded and you are confident that all scores and awards are correct, the final step is to **Finalize the Event** using the **TEAM Alliance Competition Application**.

Finalizing the event officially closes the competition and publishes the final results. This step should be completed by the **Event Host** or **Event Management Operator** only after confirming that no additional score changes or award updates are needed.

Finalizing the Event

From the **Finalize Event** menu, select **Finalize Event**.

The Competition Application will automatically:

-  Lock the event to prevent any additional changes to scores or awards.
-  Publish the final award winners to the event's public webpage.
-  Upload each team's **Tech Trial score** to the **Global Leaderboard**.

Once complete, the event results become official.

Before Finalizing

Before selecting **Finalize Event**, verify that:

-  All scores have been entered and saved.
-  Any scoring questions have been resolved.
-  Award winners have been verified.
-  The Awards Ceremony has been completed.
-  No additional changes to the event are anticipated.

Taking a few moments to complete this checklist can help avoid unnecessary corrections later.

Need to Make a Change?

Once an event has been finalized, it can no longer be edited through the Competition Application.

If an event is finalized accidentally or a correction is needed after finalization, the Event Host must **contact TEAM Alliance** to request that the event be reopened before any changes can be made.

 **HOST TIP:** Wait until the last team has received their award and everyone has had an opportunity to ask questions before finalizing the event. It's much easier to make a small correction beforehand than to request that TEAM Alliance reopen a finalized event.

10.13 Championship Qualification

One of the most common questions Event Hosts receive after the Awards Ceremony is, "**When will we receive our Championship invitation?**" While teams earn qualification at the event, the invitation process is managed by **TEAM Alliance** after the event has been finalized.

After the Event Host finalizes the event in the TEAM Alliance Competition Application, TEAM Alliance reviews the event results and issues Championship invitations to teams that earned a qualifying award.

What Teams Can Expect

Event Hosts can share the following information with qualifying teams:

- Championship invitations are typically issued within **3–5 business days** after the event has been finalized.
- Invitations will appear in the **Team Coordinator's myTEAMevents.org account**.
- The Team Coordinator can **accept or decline** the invitation directly within myTEAMevents.org.
- Teams should monitor their email and myTEAMevents.org account for updates regarding their invitation.

Questions About Qualification

If teams have questions about the qualification process, Championship invitations, or eligibility, encourage them to contact **TEAM Alliance** directly.

Email: support@teamalliance.org

This helps ensure teams receive the most accurate and up-to-date information while allowing Event Hosts to focus on operating a successful competition.

 **HOST TIP:** If a team asks about Championship invitations immediately after the Awards Ceremony, remind them that invitations are **not sent on event day**. Let them know they should expect to receive their invitation within **3–5 business days** after the event has been finalized.

10.14 SRC Live Remote Events

Live Remote Events provide an opportunity for teams that are unable to attend an In-Person event to participate by demonstrating their Tech Trials live to a Head Referee through a video conferencing platform. While the event format is different, the goal remains the same—to provide students with a fun, supportive, and consistent competition experience.

Unlike In-Person events where teams rotate through Heats with Matches and Tech Trials, each team is assigned an individual competition time to **only complete their Tech Trials**. During that scheduled session, the team completes inspection and then performs all of their Tech Trials consecutively while being observed and scored by the Head Referee.

Note: For the **2026–2027 season**, TEAM Alliance will serve as the Event Host for all Live Remote Events unless special arrangements have been approved.

Preparing for a Live Remote Event

Before the event, the Event Host should complete several planning tasks to ensure the competition runs smoothly.

Schedule Team Time Slots

Create a registration process that allows teams to reserve a **30-minute competition time slot**.

This can be accomplished using tools such as:

- SignUpGenius
- Google Forms
- Direct email communication
- Other scheduling software

Provide each participating team with their assigned competition time well in advance of the event.

Select a Head Referee

Identify a **Head Referee** who will oversee the event and score the Tech Trials.

If the video conferencing platform supports **breakout rooms**, additional Evaluators may be assigned to allow multiple teams to compete simultaneously. Each breakout room should have its own Evaluator.

Create the Video Meeting

Create a meeting using a video conferencing platform such as:

- Google Meet
- Zoom
- Microsoft Teams

Share the meeting information with participating teams before the event along with any instructions for joining the call.

Event Day Operations

On the day of the event:

7. The Event Host and Head Referee join the meeting before the first scheduled team.
8. The team joins the meeting at its scheduled time.
9. The Head Referee conducts the team inspection.
10. The team completes **all Tech Trials** during its scheduled session.
11. The Head Referee records the Tech Trial scores.
12. The team leaves the meeting, and the next team joins at its scheduled time.

This process is repeated for each participating team throughout the event.

Youth Protection Requirements

Live Remote Events must follow all TEAM Alliance Youth Protection requirements.

At a minimum:

- Two adults must be present whenever students are participating in a video call.
- If breakout rooms are used, **each breakout room** must have at least two adults present.
- The Team Coordinator (or another designated adult) must be present with the students throughout the competition session.
- The supervising adult may remain off camera but must be in the same room as the students during the video call.

These practices help ensure a safe and transparent environment for everyone participating.

Awards & Rankings

Most Live Remote Events will **not** present traditional event awards. Instead, participating teams will have their **Tech Trials uploaded to the Global Leaderboard**, allowing them to compare their performance with teams from around the world.

In certain situations, such as when all participating teams represent the same event region and the event is operating as the equivalent of an In-Person qualifying event, TEAM Alliance may approve the presentation of the Tech Trial awards.

Interested in Hosting a Live Remote Event?

Because Live Remote Events require additional planning, technology, and Youth Protection considerations, Event Hosts interested in hosting one should **contact TEAM Alliance** before beginning the planning process.

TEAM Alliance will work with Event Hosts to determine whether a Live Remote Event is appropriate and provide guidance on event setup, scheduling, technology, and competition procedures.

Contact: support@teamalliance.org

 **HOST TIP:** Schedule a short practice video call with your Head Referee before event day to test cameras, microphones, screen layouts, internet connections, and scoring procedures. Spending a few minutes testing the technology beforehand helps create a smoother experience for both volunteers and teams.

11. After the Competition

After the Competition

[11.1 Congratulations!](#)

[11.2 Venue Cleanup](#)

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11.1 Congratulations!

Hosting a robotics competition is a significant accomplishment, and your efforts have provided students with an opportunity to learn, grow, and celebrate their achievements. Although the competition has concluded, there are a few final tasks that will help wrap up the event, recognize your volunteers, and prepare for future competitions.

11.2 Venue Cleanup

Before leaving the venue, complete a final walkthrough to ensure the facility is left in the same or better condition than when you arrived. Working together with volunteers and teams, collect trash, return tables and chairs (if required), pack competition equipment, and remove signage and decorations.

A clean venue demonstrates professionalism and helps build strong relationships with your venue partner, making it easier to host future events.

 **HOST TIP:** Consider asking each team to clean up their Team Staging Area before leaving. A few minutes of help from every team can significantly reduce cleanup time.

11.3 Event Host Payments

After the event, TEAM Alliance will work with the Event Host to verify the final number of registered teams for the competition. Then, TEAM Alliance will process the Event Host payment according to the Event Host Agreement.

Payments are typically issued **within one week** after the event has been finalized.

If you have questions about your event payment, please contact TEAM Alliance at support@teamalliance.org.

11.4 Volunteer Appreciation

Your volunteers are one of the biggest reasons your event was successful. Take time to thank them for sharing their time, energy, and talents with your students.

Simple gestures such as a thank-you email, social media recognition, certificates, or a handwritten note help volunteers feel appreciated and increase the likelihood that they will return for future events.

11.5 Event Feedback

Every event is an opportunity to learn and improve. Soon after the competition, spend a few minutes reflecting on what went well and what could be improved.

Consider gathering feedback from:

- Volunteers
- Team Coordinators
- Coaches
- Students
- Spectators

Small improvements made after each event can make a big difference over time.

11.6 Planning Your Next Event

Whether this was your first event or your fiftieth, every competition helps build experience and confidence. Review your notes while the event is still fresh, update any planning documents, and begin thinking about improvements for your next event.

TEAM Alliance is committed to supporting Event Hosts throughout the season. If you have questions, ideas, or suggestions for improving future events, we'd love to hear from you.

Thank you for helping create meaningful robotics experiences for students. We look forward to partnering with you again at your next event!

 **HOST TIP:** Before packing everything away, make a short list of things that worked especially well and anything you'd like to improve. Those notes will be incredibly valuable when planning your next event.

11.7 THANK YOU!

Every competition begins with students... but it succeeds because of volunteers like you.

Thank you for investing your time, talents, and passion into creating meaningful experiences for students. Whether this was your first event or one of many, you've helped inspire the next generation of innovators, problem solvers, and leaders.

We look forward to seeing you at your next TEAM Alliance Sphero competition!