



ROBOTICS EDUCATION &
COMPETITION FOUNDATION

SUMMIT

| ROBOTICS PROGRAMS |



EVENT PREP FOR TEAMS

Presented by Raul Torres and David Brown

MEET OUR TEAM

Robotics Education & Competition Foundation



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Regional Support Manager
(RSM)



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(RSM)

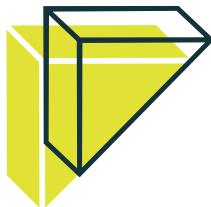
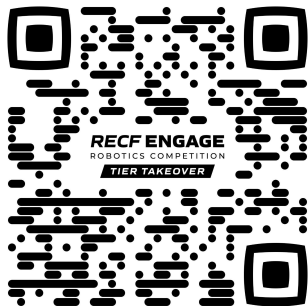


**ATTENDING AN
EVENT
DOES NOT
HAVE
TO BE
OVERWHELMIN
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**HERE IS
SOME
ADVICE
FROM
THE PROS**

STEP ONE



READ THE GAME MANUALS

RECF ENGAGE

ROBOTICS COMPETITION

TIER TAKEOVER

RECF ACHIEVE

ROBOTICS COMPETITION

PINNACLE

EVENT FORMATS AND CLASSIFICATIONS

Event Formats

- a. Open Tournaments
- b. School-Based Tournaments
- c. Conference Tournaments
- d. Invitational Tournaments
- e. Leagues
- f. Solo Match Only Events
- g. Scrimmages
- h. Workshops

Event Class Types

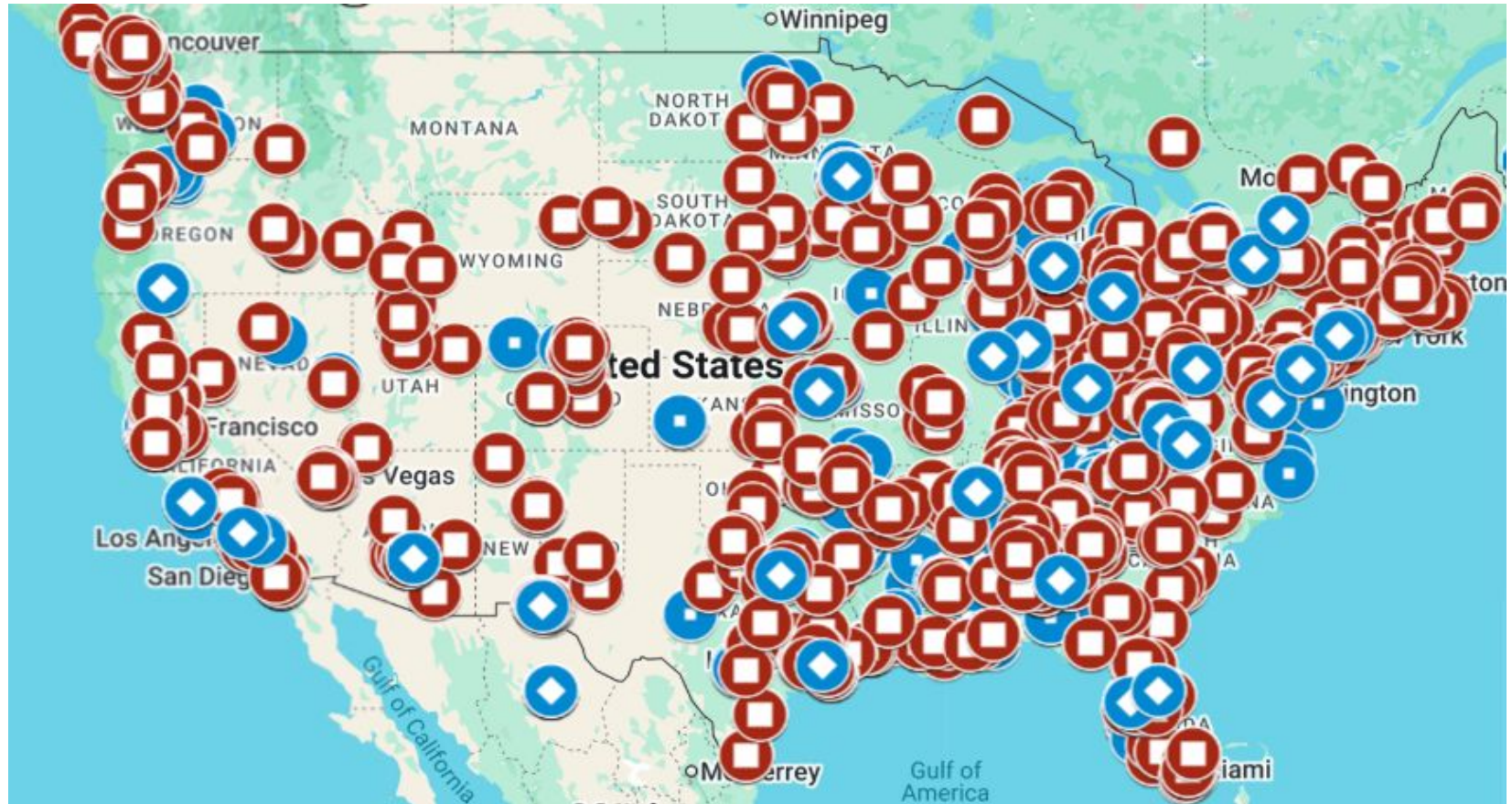
- a. Local Qualifying Event
- b. Conference Championship
- c. RECF Signature Event
- d. Event Region Championship
- e. RECF STEM World Championship

STEP TWO | VOLUNTEER FIRST

- A great strategy to get your feet wet is to attend an event as a volunteer.
- Students get a chance to learn and see up close what an event will look like and flow.
- Students will get tons of ideas on how robots work and they can maybe even network with other teams.



FIND AN EVENT IN YOUR REGION GO TO RECFEVENTS.org



REACH OUT TO YOUR RSM

Your Roadmap to the Season

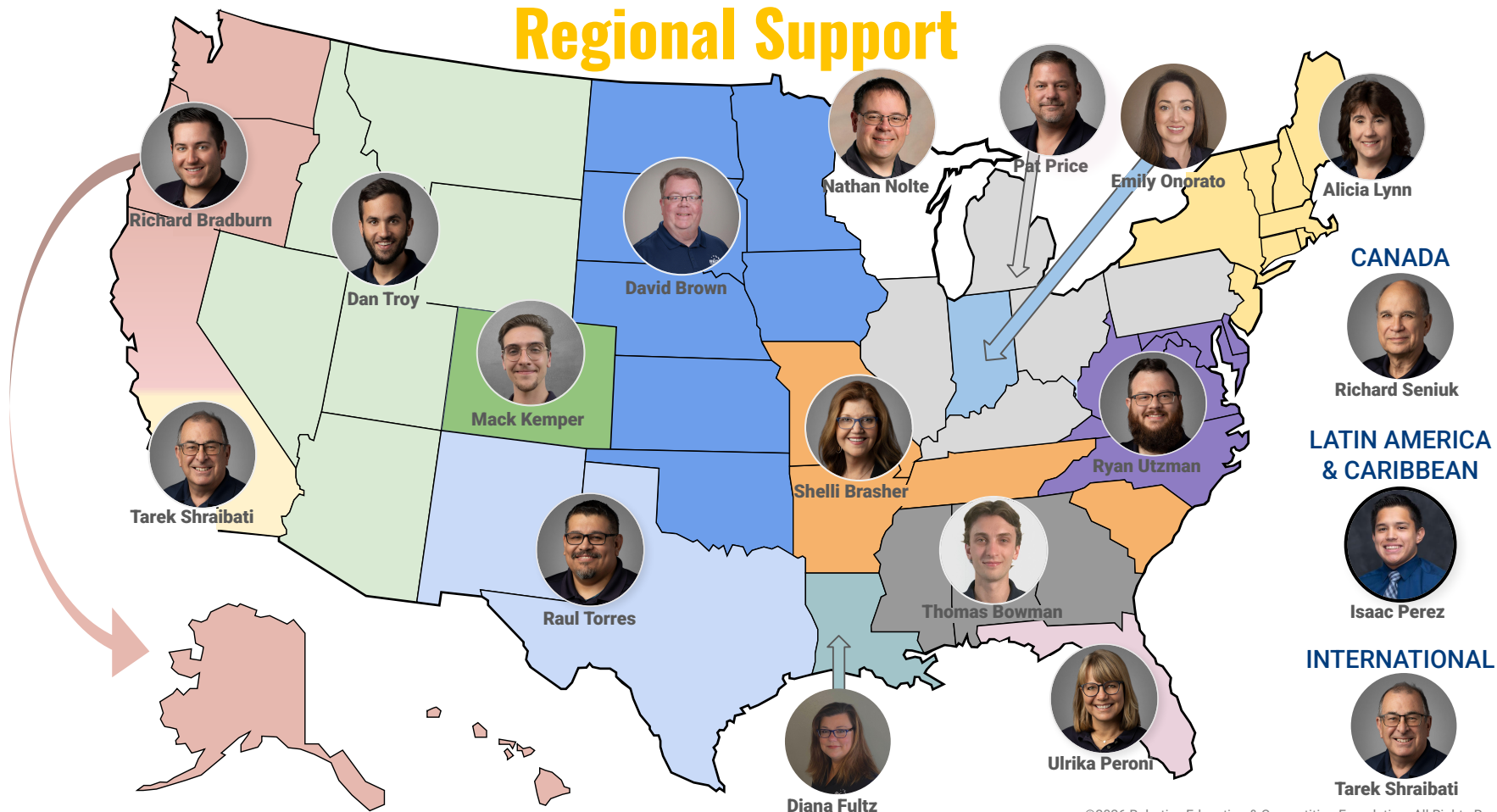
Each region has its own competition schedule, and your Regional Support Manager (RSM) uses an event planning calendar to map out the season. Ask your RSM to share their calendar—it's a valuable resource for understanding the season timeline and planning your events effectively.

recfevents.org will be the official website to find events.



MANAGER MAP

Regional Support

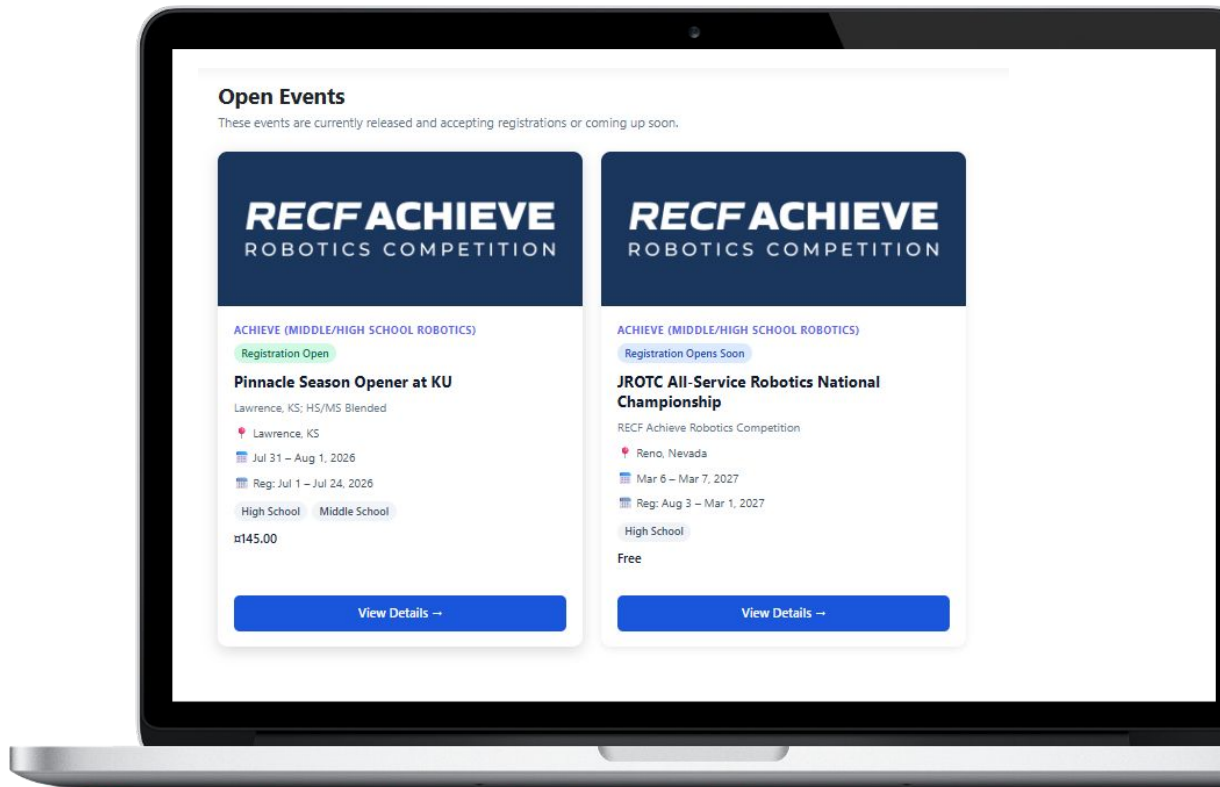


REGISTER FOR THE EVENT

Once you find a good date and an event near that date, Register.

Please read the article on how to register for an event.

[Registering for an Event](#)



SET UP A TIMELINE



Setting Deadlines

Help students with setting a deadline and looking for an event around that date. Make it a goal to be done by then. Set dates for things to be done.



Schedule Time Wisely

Team must have time to apply the engineering design process and have a prototype by the deadline.

Students should also have time for programming and driving practice.



EVENT REQUIREMENTS

Review the event information thoroughly. Reading all of the event details before the event will help you arrive prepared and ready for a successful day.

Refunds

Most events have refund deadlines and payment deadlines. Make sure you read the refund policy.

Engineering Notebook

All events are different and some events might have a Digital Engineering notebook deadline for submission.

Volunteers

Events require a huge amount of volunteers and some events might ask for teams to bring a volunteer or two to help run the event.

EVENT REQUIREMENTS

All events will require

Student Participation Form

Prior to event coach must have students submit form for all events



Team Pre-Inspection

All teams should do a self pre- inspection sheet before their event to make sure they are ready.



Payment

All events will have payment deadline. If a team does not pay by deadline team might be removed and placed on waitlist.



PARTICIPANTS MUST KNOW

Student Centered

Coach

Please Read the
[Commitment to
Coach Excellence](#)

Adults/Parents

Coach please have
all adults read the
[Letter to Adults](#)

Students

[Code Of Conduct](#) should
be read by everyone but
specifically the students.

WEEK BEFORE THE EVENT

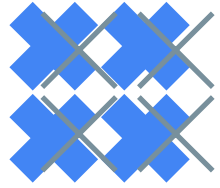
Examples of Team discussions during the lead up to the event:

Team/Org Responsibilities

- Prior to the week of each event
- Develop Checklist/Needs
- Identify what awards are being given out
- Ensure that we are in contention for each



WEEK BEFORE THE EVENT



"Wednesday Rule"

Robot and Notebook must be ready or No Go

(Local organization's expectation)

Notebook: Maintain/Update timeline/Gantt Chart for the season

Notebook: Updated code w/annotations

Notebook: Are my entries up-to-date? Witnessed?

Do Not Rebuild the robot on Wednesday!

WEEK BEFORE THE EVENT

Helpful Hint



Have a “Go Bag”

- Be ready for your issues and your alliance partners
- Extra battery, controller
- License plate kit
- Rubber bands, Quick Connectors
- Tools





What expectations would you have as a coach regarding a robot being ready for an event?

In the long run, is it better to have an expectation or learn from failure?



What other responsibilities would you expect a team to address during the week of an event?

WEEK BEFORE EVENT

Coach Responsibilities

Think Walkthroughs

- Communicate with parents
- Transportation logistics - bus/hotel/meals/permission slips/equipment transport of common equipment
- Make sure you have the Event Partner's phone number.
- Medical kit/Emergency contacts
- Lunch needs
- Remind everyone(parents, too) of their role at the event.
- Ensure that your Team Captains are facilitating the necessary conversations within their team.



WEEK BEFORE EVENT

Coach Responsibilities Post Event Reflections

- Identify areas for improvement and celebrate successes.
- Encourage open and constructive feedback to foster growth.
- Debrief as an organization and as a team before touching the robots.
Encourage teams to document reflections in engineering notebook.





What additional items should a coach be preparing during the week of an event?

How do you introduce constructive criticism to your students?



Use of Gantt charts are one example of time/project management. What other management tools would you encourage students to use?

LONG TERM PLANNING

Creating the Habit of Planning

Season Goals

Define roles and responsibilities

Assign specific roles to team members based on their skills and interests.

Examples include: Team Captain, Engineering Lead, Programming Lead, Notebook Lead, Outreach/Media Lead

Establish short and long term/Seasons Goals

Create a solid base for your robot..

Create a strategy that leverages your robot's strengths and recognizes its limitations. Analyze the scoring system to prioritize tasks that maximize points efficiently.



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Contact Us

Thank you

for making a lasting
impact by helping
students develop the
executive skills that will
serve them throughout
their lives.

