

Space City BEST Robotics



Plea For Help

We thank you for your interest in and support for educating our youth. 2011 marks the 13 consecutive year we have hosted a Space City BEST robotics competition. Space City BEST is a state registered 501(c)(3) non-profit organization. We are a volunteer managed and run organization. Space City BEST is governed by a Board and a set of Bylaws which are available for you to look at via our website (www.scbest.org). Much of the current leadership of the group has been in place since our founding in 1999. It is time to start recruiting new blood to help run the event each year and ultimately take over leadership of the hub. The material in this flyer is intended to give you an idea of how the hub committee distributes its responsibilities and a brief description of the key hub roles. If you have any questions or would like to help, please contact:

Lucia Sevcik

lsevcik810@aol.com

Chris Culbert

Chris.Culbert@nasa.gov

The following roles are how Space City BEST is organized to conduct a yearly robotic competition. Collectively, the group is known as the Space City BEST Hub Committee (or Hub). These high level descriptions should give you a feel for the responsibilities of each position but please feel free to contact any current Hub committee member if you have questions. Each of these positions would benefit from additional help even if you are not ready or interested in taking on the full Hub Committee job at this time.

Hub Director

The hub director is the chief executive officer of Space City BEST. He or she will supervise and control all of the hub's business and affairs and will preside at all meetings of the Hub committee. The Hub Director organizes Hub committee meetings, sets the agenda, and schedule for each year's event. This person also acts as the primary interface to the vendors that Space City BEST does business with. Along with the Treasurer and Secretary, the Hub Director ensures that the activities of the Hub follow the bylaws of the organization and ensures that all legal reports are properly filed.

The Hub Director acts as overall host on game day, responsible for coordinating all activities to ensure the event ends on time and every team has the best possible experience. The Hub Director works with the Judge Advisor to coordinate judging and manages all off-field activities during game day. The Hub Director will resolve all non-game related issues and concerns.

The Hub Director also represents Space City BEST in all interactions with BEST Robotics Incorporated (BRI), the parent organization for the yearly competition. This typically involves participating in multiple telecons and an occasional meeting with other Hub directors and BRI personnel.

Deputy Hub Director

When the hub director is absent, cannot act, or refuses to act, the deputy hub director will perform the hub director's duties. When acting in the hub director's place, the deputy hub director has all the powers of, and is subject to all the restrictions on, the hub director.

In addition, the Deputy Hub Director is responsible for setting up and managing game day events. This person sets the schedule for the day, creates the layout of the facilities, and ensures that all of the game responsibilities are staffed and functioning (timekeeper, referees, announcing, queuing, scoring, etc.) The Deputy Hub Director handles most of the interactions with teams during game day and resolves game related disputes or questions with the help of the Field Manager and the Head Referee.

Treasurer

The treasurer is responsible for managing all Space City BEST financial matters, including making deposits, paying bills, and providing financial reports to the Hub.

School Coordinator

The school coordinator is the primary interface between the Space City BEST hub and the participating schools. This person is in charge of recruiting schools to participate in the Space City BEST competitions, is responsible for managing the school selection process, distributing news and information to schools, polling schools for information, and acts as the primary interface between the Hub's Board of Directors and the participating schools.

Kit Coordinator

The Kit Coordinator is responsible for ensuring that each team has a kit of parts for constructing a robot during the competition. Often the role requires interaction with the teams to help troubleshoot problems so this person needs to be technically savvy with radio electronics and the basic hardware used to construct BEST robots. The Kit Coordinator is responsible for procuring, storing, and distributing all the robot related materials needed to participate in the competition. This includes both the electronic components used during competition as well as any consumable components needed by each team. During competition season, the Kit Coordinator is responsible for helping teams replace broken or missing components, and inspecting robots on competition day to ensure compliance with BEST rules.

Secretary

The Secretary is responsible for all Space City BEST correspondence, documentation, setting up meetings, and tracking actions.

Field Manager

The field manager in Space City BEST is responsible for setting up the game and playing field for the event and represents the Hub in all game related discussions with BRI. Typically, this person would attend the roll out of the game each season,

participates in game related planning and discussion across hubs, and is the primary authority within Space City BEST on the game each year.

Head Referee

The head referee is responsible for managing the referees during the game. He or she is the primary authority on the game specific rules and resolves any rules related questions during the event. While some time before the event is required to learn the rules and participate in any referee training, this job is mostly focused on Practice Day and Game day activities.

Judge Advisor

The judge advisor manages the team of judges who gather information and deliberate on all of the awards for Space City BEST. This person also participates in judging related discussions with BRI in preparation for each year's event. Like the Head Referee, this job is mostly focused on Practice Day and Game day activities.

Webmaster

The Webmaster is responsible for updating and maintaining the Space City BEST website.