Lead Queue Job Description

Purpose:
The Lead Queue is responsible for the flow of teams moving from the Pit Area to the In-The-Hole area and out onto the On-Deck area of the game floor. This person is the owner of the Seeding Phase Team Queue Report and is responsible to work with the Pit Runners to ensure the teams flow smoothly in this process and to keep track of each team that competes in each match, based on the Seeding Phase Team Queue Report. This role is also responsible to have a team meeting with the Pit Runners and the Driver Check person 30 minutes before the first match, making sure all personnel have been given their assignment and understands the role they play. Lead Queue will be responsible to put together a rotation schedule for the In-The-Hole team which includes the runners and the Lead Driver Check.

During Practice Day Open Practice, the Pit Runners will work with the Lead Queue to manage the Open Practice using an Open Practice Tally Sheet to ensure all Teams that have passed Compliance Check have an opportunity to practice on the Game Field. The Open Practice Tally Sheet contains a table with a listing by Team Number of Team Names with a blank box for the Lead Queue mark each time the individual team uses the Game Field for Practice. If a school team is interested in practicing and has used the Game Field less than another interested team, the team with fewer practices will have priority over the teams with more practices.

Report to for problem solving:
Pit Boss and Assistant Pit Boss

Number Needed:
One

Knowledge required:
Clear understanding of the team seeding process, including, over the course of the matches, which teams have dropped out and which ones remains in the competition. Full understanding of the Pit Area and the functions of the Pit Runners and the Lead Driver Check. This role will also need to understand how the semifinals teams are assigned and the In-The-Hole process for the semifinals.

Skills required:
Good organizational skills and good communication skills. Ability to work and lead a team as well as stay focused on the task for up to two hours at a time.

Interface / work with:
Pit Runners and Lead Driver Checker. Problem solve with the Pit Boss and Assistant Pit Boss.

The Lead Queue person will need to coordinate with the Pit Runners and Lead Driver Check for breaks and lunch, as there will need to be a minimum of three people in the In-The-Hole Pit Area at all times to keep the process moving. The Pit Boss and Assistant Pit Boss will be available to cover for breaks and lunch as needed.