2023 Inter-League Host Terms and Agreement
FIRST Tech Challenge
SoCalFTC Region

SoCal FTC Program Delivery Partner Representatives
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501c3 and Affiliate Partner:
Next Careers
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W9 available at http://www.firsttechsocal.org/wp-content/uploads/2019/09/Next-Careers-W9-1.pdf

Thank you for volunteering your time to host two Inter-League Tournament (ILT) events.

This is an agreement between the hosting entity, Perris Union High School District, and Next Careers, a California 501c3 Corporation and the FIRST Affiliate Partner for the Region.
- SoCalFTC is the operating entity for creating *FIRST* Tech Challenge events for Next Careers.
- Next Careers is the Affiliate Partner for *FIRST* for most of Southern California, encompassing approximately 1,500 students in 150 teams of 7th-12th graders.
- We'll use SoCalFTC for the operational aspects below, and Next Careers for the legal party.

Location: Heritage High School, 26001 Briggs Road, Romoland, CA 92585
Dates: February 3, 4, 5, 2023
Setup Date and Hours: Set up Friday, Feb 3rd 3pm; Event Saturday, 2/4 7am-7pm (est); second Event Sunday 2/5 7am-7pm; and breakdown Sunday 7pm – 9pm

Thank you for being the entity to run these local events. You may be asked to fill out an agreement with your host location (ie school or community center) to support the League use of the location. Your organization (ie school, community center) is the legal entity running these events.
- Your organization is the entity borrowing or renting the facility -- Next Careers and SoCalFTC are NOT renting the facility
- Next Careers and SoCalFTC are NOT providing services or independent contractor work.

THE SoCalFTC REGION AGREES TO PROVIDE:

- **Key People**
  - 1 Judge Advisor and at least 4 experienced Judges of the 12 judges needed. SoCalFTC will help the Host source the remaining people.
  - 1 head referee and help the Host Volunteer coordinator source the other 8 referees/ score trackers.

- ○ 1 Affiliate Partner representative at the event, to whom emergencies and other urgent items will be communicated on-site.
  - ○ A person from each League to coordinate assigning volunteers
- **Training**
  - ○ Training for Key Volunteers (Judges, Referees, Field Scorers, Field Manager, Lead Querer, Volunteer Manager, Lead Inspectors, and others as designated); this training may be a combination of electronic materials, videos, webinars, and live calls.
- **Volunteer Food Budget**
  - ○ A budget of not to exceed $150.00 for volunteer snacks for Friday setup and $150.00 for Sunday snacks from teardown.
  - ○ A budget of not to exceed $850.00 for volunteer food for Saturday and $850.00 For Sunday. This covers light breakfast, snacks, lunch and water/ drinks.
  - ○ There can be a small additional budget for other facility costs, such as security or janitorial; this needs to be pre-submitted by the Host as part of his/ her budget request.
  - ○ Receipts for reimbursement will need to be provided and submitted via the provided approval process.
- **Documents**
  - ○ A schedule for the full day's event, team assignments for Robot and Field inspection and team assignments for Judging
  - ○ A sample Welcome Letter
  - ○ A list of the teams and mentor contact information for those assigned to compete in the ILT, provided at least a week before the event with updates 2 days before the event
  - ○ If requested, Certificate of Insurance, with venue as Additional Insured, for the event through an assignment from Next Careers, up to $2 million, signed to the venue.
  - ○ Tournament Registration System, with available reports and contact systems to be provided for ILT Managers as arranged
- **Event Items**
  - ○ Trophies and Individual medals for each event
  - ○ Shirts on Loan: Judge and, Referee; which will need to be counted and laundered after event, with missing shirts to be paid for by the ILT host after the event
  - ○ Banners – *FIRST* Tech Challenge
  - ○ FIRST and *FIRST* Tech Challenge Signage
  - ○ Tablecloths
- **Equipment**
  - ○ Three complete fields* (includes ALL electronics)
  - ○ Two tournament fields (perimeter, mats, and game elements), plus one (1) practice field
  - ○ Scoring System SW
  - ○ National Anthem recording
  - ○ Game video
  - ○ Driver control stands (8)
  - ○ Walkie-Talkies
  - ○ (1) PA system, (1) projector, and (1) screen - for pit area (if needed). Expecting the Host to have a projection system in the Main competition area – if not let us know so we can rent.
  - ○ Inspection systems and tools for hardware and software
  - ○ Pit electrical power cabling for each event
  - ○ Power Strips for Competition Area
  - ○ Colored Gaffers Tape for striping
  - ○ Clipboards

- First Aid Kit
- Sizing Cubes (2)
- Scales (2)
- **Administration paperwork** (*if your school could print these items, SoCAL FTC will reimburse you*)
  - Copies of all volunteer guides, rules, field setup guide, award presentation scripts, opening and closing ceremony scripts

- **To Be Discussed/Arranged**
  - Fields - SoCal FTC may need to use the League Field you have received on loan as part of the 3 fields.
  - Laptops -- Host will use an existing laptop at the Host organization with *FIRST* scoring software OR can borrow a pre-loaded SoCalFTC laptop, to be returned at end of ILT event
  - If the HOST prefers to provide any of the items above (ie your own projector) that can be arranged.

THE HOST AGREES TO PROVIDE:

- **Summary:**
  - Book the location, including facilities support (access to school tables, bathrooms)
  - Space to have a storage POD delivered as early as Wednesday before the event, space for that POD over the event weekend, and access for it to be picked up by POD Enterprises' truck on the Monday after that weekend.
  - A person from the Host organization to coordinate storage POD delivery, equipment setup and teardown and to assure control of all equipment so to avoid breakage and misplacement
  - Management of the food budget of not to exceed $2000.00: $850.00 per day (2 days) and $150.00 for set-up and for tear down will be provided. If any other expenses will occur aside from food, please request approval from SoCalFTC ASAP as part of your budget plan
  - Order and distribute food for the volunteers.
  - Report any emergencies immediately to the on-site Affiliate Partner representative.
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- **Locations and Space**

  - The ILT Host needs to provide minimum spaces and layouts as follows:

    - Large gym to fit Two - 12'x12' fields (at a square to an audience) with power
    - Audience seating for 200 people (bleachers preferred)
    - Second gym / area for Pits: 28 - to 35 3x5ft tables for each team with power
    - Volunteer break room with power
    - 5 judging rooms for interviews and 1 judge deliberation room (can be one of the 5)
    - Appx 100 chairs (for Pit, inspection tables, scorekeeping, queueing)
    - Scorekeeping table (6 ft.) and chair, and 6 chairs for scorekeeping and refereeing

- - Tables for 28 - 35 teams and 1 chair each table. Within 1-minute walk of Field, with available electrical power
  - 1 Projector, 1 projector screen for the competition area (if this is an issue, please elevate asap)
  - Access to the gym and Main competition area, the PA system, projector and projector screen..
  - Sound equipment (optional, based on acoustics of location)

Administration paperwork

- Host agrees to print the following:
  - Robot and Field Inspection Sheets
  - Conflict of Interest forms
  - Medical and Non-Medical Incident Report Sheets
  - Judging forms
  - Power and safety Stickers

Volunteers

- Volunteers need to be of appropriate ages, per FIRST Event Documents, and must be cleared for Youth Protection and assigned in the VIMS FIRST volunteer system.
- Volunteers solicited from the Leagues participating in the event (2 per team). SoFTC will help in this regard.
- Host to deal proactively with Conflicts of Interest and make sure that Conflict of Interest forms are filled and shared with event leads (e.g., head ref to see ref conflicts, etc.)

Reporting

- Host agreed to provide to the Affiliate Partner at the event of by mail:

  - **T**eam permission slips
  - Conflict of interest forms
  - Medical Incident reports
  - Non-Medical Incident Reports
  - Volunteer Check-in
  - Walk-On Volunteer Reports

- **General**:
  - Operate a *FIRST* Tech Challenge League Meet according to the standards published by *FIRST* and SoCalFTC regional guidelines -- https://www.firstinspires.org/resource-library/ftc/game-and-season-info
  - Stay in timely communication with the Regional ILT Lead/ Theresa Klemme (TFKlemme@gmail.com) by phone or e-mail at least every week for the 4 weeks ahead of the event; respond to emails sent within 3-4 days of sending.
  - If an ILT Hosting organization breaks an item (mat, floor element, computer, etc.), they need to notify Theresa for a replacement. Depending on the cause of the breakage, the Host may be liable to purchase the replacement item.

TIMING FOR HOST

- **Prior to Events**
  - Agree on a draft customized ILT Team and Volunteer Welcome letter to the Regional Event Directors no later than 2 weeks before the event via email tfklemme@gmail.com for review.
  - Work with the 2 Leagues attending the event to ensure enough adult Key Volunteers and overall Volunteers for the event -- communicate status with the Regional Event Managers weekly.
  - Secure ADULT key volunteers for Key Volunteer Roles
  - Assure all volunteers register with the Youth Protection Program (YPP) through Volunteer Information & Matching System (VIMS) at https://my.usfirst.org/vims no later than 2 weeks prior to your event date. If they are not registered, they cannot volunteer.
  - Secure 8 Judges, which will attend online or webinar training provided by the Regional Judge Advisor
  - Assure all new key volunteer committee members (Leads that are Scorekeeper, Stage Mgr., Pit Mgr., Event Mgr., FTA, Referees, Robot Inspector, and Field Inspector who are new to their roles) attend training delivered by the Region
- **Day Prior and Day of Event**
  - Host Provide continual oversight during load-in and event day for equipment
  - Assure facility is prepared per the specification (volunteer room and lunch room, judge rooms identified, pit and competition flow 'arrows' on the ground, parking signs, pit tables and power, competition tables, floors, power, etc.)
  - Send any needed team communication via BCC and do not send any emails directly to teams to protect their information privacy; do not share any team contact information with others.
  - Contact SoCalFTC Affiliate Partners and/or designed contact day of event with any emergencies or questions
  - Create match play list after registration is complete
  - Provide Lunch for all volunteers and beverages and snack food across the day for them
  - Collect any thank you letters from Teams to the sponsors and deliver them to the SoCalFTC Regional Tournament Directors
- **End of Event and Day After Event**
  - Collect judge and ref shirts. If you have a Saturday/ Sunday back to back event, please wash shirts from Saturday for Sunday. At the end of Sunday's event, give the dirty shirts to the Affiliate Partner on site for the next Event.
  - Provide continual oversight during load-out for the POD
    - Provide List of items broken, damaged, lost or consumed from the POD
  - Submit scoring to SoCalFTC Scoring Coordinator (directions to be provided) within 24 hours of the event
  - Inform SoCalFTC if any issues or problems happen at the event - there will be a Committee Person or the Affiliate Partner on site.
  - Handover result and judging documents from ILT to SoCalFTC Affiliate partner on site after the event.

AGREED-UPON PARAMETERS AND ROLES

TEAM LOGISTICS

- Event Manager will coordinate tournament date, site, budget, and schedule with the Regional Tournament Directors
- Event Manager will collect at Registration and handover to the Affiliate Partner at the event the completed Consent Forms.
- SoCalFTC Partner will designate teams to attend a specific ILT

BUDGET

- Event Manager will submit a draft tournament operating budget to *FIRST* Tech Challenge SOCAL/ Los Angeles Region Partner with this agreement and a final copy two (2) weeks prior to the date of the event.
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JUDGING AND ADVANCEMENT

- *FIRST* official rules, scoring sheets and rubrics must be used. All are provided at FIRSTInspires.org or will be provided by *FIRST* Tech Challenge SOCAL/ Los Angeles Region.
- Trophies will be awarded per FIRST guidelines

TERM OF AGREEMENT
02/01/2023 to 02/28/2023 - Early termination is permitted by either party within 30 days and with written notice to the other.

SIGNATURES

_____   _____
Program Delivery Partner *Signature*   *League Host Representative Signature*
Next Careers, Affiliate Partner

                                                                    _____
                                                                    League Host Organization

_____   _____
Title   *Title*

_____   _____
Print Name Here   *Print Name Here*

_____   _____
Date   *Date*