

# 2022-2023 League Host Agreement

## *FIRST* Tech Challenge

### SoCalFTC Region

#### SoCal FTC Program Delivery Partner Representatives

Patrick Brophy                      Theresa Klemme  
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#### 501c3 and Affiliate Partner:

Next Careers  
PO Box 1459, Monrovia, CA 91016  
EIN: 81-2366006  
W9 available at <http://www.firsttechsocial.org/wp-content/uploads/2019/09/Next-Careers-W9-1.pdf>

Thank you for volunteering your time to host four (4) SoCalFTC League Meets.

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.

The League Host will create local robotic competition opportunities for **not to exceed 18** teams around their location. We greatly appreciate your participation in your leadership role this season.

**Location: Heritage High School**

**Dates: TBD**

**Terms:** September 1, 2022 to January 30th, 2023

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.

#### NEW THIS YEAR:

- The Host location will KEEP on his/her site all loaned equipment year over year. SoCal FTC will not collect items at the end of the season. It's the HOST responsibility to keep the equipment in good working order and report back to the Region if any items need replacing.
- If a HOST moves responsibility to another person in his/her organization, the old Host must notify the Region. The Old Host is responsible for handing ALL equipment to the new Host.
- If a HOST and its location wish to step down from the responsibility, the Host must notify the region and coordinate a time to return all equipment. If any items are missing, it is the responsibility of the Host to pay for replacement.

## **THE SoCalFTC REGION AGREES TO PROVIDE:**

- **Equipment and Furniture:**
  - Field perimeter and carry bags, field mats and carry bags (loaned from SoCalFTC) for all November, December and January Meets (value: \$1,450)
    - Perimeter and mats can be picked up from the POD storage location in Chino Hills, or other transport may be arranged depending on location and arrangements. (Host may already have these or may have already borrowed from SoCalFTC from last season. If so, please let us know.)
  - Field elements will be drop shipped to the Host location. Field element assembly will be completed by the Host and/or league teams (appx. 1 hour assembly time, directions provided) and must match *FIRST* specifications provided
  - SoCalFTC to loan cabling for scoring system, and a monitor at the end of the field for timer projection to competing drive teams - if the Host needs it
  - SoCalFTC to provide gaffers tape for the season
  - SoCalFTC to provide "TOTE" kit with materials for each Host to be picked up from the POD storage location in Chino Hills, or other transport may be arranged depending on location and arrangements.
  - The contents are currently being worked on and could include the following:
    - Sizing Cube
    - Referee Vests/Pinnies to go over clothing
    - Spare Tiles
    - 3 Power Strips for competition area
    - Colored Gaffers Tape for striping
    - Scale (weighing robots to be under 42 pounds at inspection - new in 2018/19)
- **Training**
  - Training for all volunteers (Referees, Field Manager, Lead Queer, Volunteer Manager, Lead Inspectors, and others) as designated. This training may be a combination of electronic materials, videos, webinars, and live calls from *FIRST* and/or SoCalFTC.
- **Schedule:**
  - A sample schedule for the full day's event and sample team assignments for Robot and Software Inspection
- **Minor supplies budget**
  - Funds up to \$50 for purchase of consumables (i.e., paper, toner, gaffers tape) for the League season (Receipts must be provided by the Host in order to receive reimbursement.)
- **To Be Discussed/Arranged**
  - Laptops -- Host will use his/her existing laptop at the host organization with *FIRST* scoring software OR can borrow a pre-loaded LAFTC laptop, to be returned at end of Meet season
  - Damaged equipment to be reported and replaced by Host

## **THE LEAGUE HOST AGREES TO PROVIDE:**

- **General:**
  - Operate a *FIRST* Tech Challenge League Meet according to the standards published by *FIRST* and SoCalFTC regional guidelines.
  - Stay in timely communication with the Program Delivery Partners by phone or e-mail at least every week from the two weeks before the first Meet through a week after the last

### Meet

- If the League Host changes the time or place of one or more Meets, the Host must check with both the teams in your League and the Program Delivery Partners for agreement.
- If a League Host can no longer act as the Host, they must work with the teams in your League to find another Host within the group, deliver equipment to the new Host, and ensure transition to a new Host.
- If a League breaks an item (mat, floor element, computer, etc) they need to notify Program Delivery Partners for a replacement within a week of the damage so a new part can be provided. Depending on the cause of the breakage, the Host may be liable to purchase the replacement item.
- At the end of League Meet 4, the Host is required to return the items loaned to them per the checklist provided at pickup.

### ● Location, Equipment and Space

- The League Host needs to provide minimum spaces and layouts as follows:
  - 12'x12' field, square to the audience (We recommend a space larger than a classroom that can take in a field AND audience, which might mean a small gym or auditorium.)
  - Scorekeeping table (6 ft) and 4 chairs, set up behind the field, and connected to a projector and screen that is viewable by the audience (alternatives can be discussed if not available at site) Or you can choose to have the teams in your League view on the phone app.
  - Charging station space (4 power cords and a 6' table) and access, located near the field
  - Tables for **not to exceed 18** teams, within a few minutes walk of field, with available electrical power (might not be needed per table, based on charging station setup)
  - Chairs for 50-60 people as audience, located along front edges of the field
  - Accessible parking for 30+ cars, close to the location (if this is a COVID issue for your school, please let us know)
- Location can be rotated between League Hosts, if the Hosts inform the Program Delivery Partners (Hosts are to move the equipment between locations, and keep the equipment secure)
- Sound equipment (optional, based on acoustics of location)
- Print the following (link will be provided):
  - Robot and Field Inspection Sheets (unless you do it online)
  - Conflict of Interest forms
  - Power Stickers
  - Medical and Non-Medical Incident Report Sheets

### League Dates

- League Meets will be 4 events over a 3 month period. We are suggesting:
- Meets can start as early as **Nov. 5 and need to be completed by Jan. 22**
  - Suggest 2 Meets in November, 1 Meet in December, 1 Meet in January
  - Meets optimally should be at least 2 weeks apart
  - Avoid holidays (e.g., Thanksgiving) and suggest no events during schools' winter break (which may be as early as Dec .16 and for some through the Jan. 8 weekend)

- You will need approximately 4 hrs, on a Saturday or Sunday, for the event. According to the official rules, League Meets need to be 2 weeks apart, though *FIRST* has approved that we can have shorter intervals.
- **Prior to Events**
  - Agree on a draft customized League Welcome letter to the Program Delivery Partners no later than **September 11, 2022**, via email [community@socatftc.com](mailto:community@socatftc.com) for review.
  - Hosts work with the mentors in your League to ensure enough adult Key Volunteers and overall Volunteers are recruited for the event -- communicate status with the Program Delivery Partners weekly.
  - Read Youth Protection Guidelines and League Event Manual <https://www.firstinspires.org/sites/default/files/uploads/about/FIRST-YPP-ProgramGuide.pdf>
- **Volunteers**
  - Host to assure all volunteers participating in that specific league have registered in Volunteer Information and Matching System (VIMS) and completed the Youth Protection Screening. Your mentors in your League need to organize and ensure volunteers are trained (the SoCal FTC Program Delivery Partners can assist)
  - Host to deal proactively with Conflicts of Interest and make sure that before the event the Conflict of Interest Forms are filled out and are shared with the event leads (e.g., the Head Referee is to see if there are referee conflicts, etc.)
  - Host to ensure that all adult volunteers work in pairs to help support Youth Protection AND our volunteers per Youth Protection Program (YPP), page 16.
- **Day Prior and Day of Event**
  - Coordinate set-up of field and equipment approximately 30 minutes before the event; Host should ask other League teams to arrive early to help them set up.
  - Sign in volunteers and teams per region requirements; retain documents for Host to submit after the event
  - Create match play list after team sign-in is complete (training will be provided by Amanda Sullivan, Head Scorekeeper)
  - Contact Program Delivery Partners day of event with any emergencies or questions.
- **End of Event and Day After Event**
  - **Inform Theresa Klemme or Patrick Brophy real-time by phone if any issues or problems happen at the event**
  - **Final scoring reports** - The scores are automatically in the scoring software. There is no need to manually submit scores.
  - Host to **send to FIRST HQ reports from each of the 4 events**. Documents can be sent in one mailer after Leagues are complete):
    - Team Permission Slips
    - Conflict of Interest Forms
    - Medical Incident Reports (if any)
    - Non-Medical Incident Reports (if any)
    - Volunteer Check-In
    - Walk-On Volunteer Reports (if any)

**TERM OF AGREEMENT**

09/01/2022 to 01/30/2023 - Early termination is permitted by either party within 30 days and with written notice to the other.

**SIGNATURES**

\_\_\_\_\_  
Program Delivery Partner *Signature*  
Next Careers, Affiliate Partner

\_\_\_\_\_  
*League Host Representative Signature*

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*League Host Organization*

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*Title*

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