

# 2022 Qualifier Tournament Host Terms and Agreement

## *FIRST* Tech Challenge

### SoCal Region

#### *FIRST* Tech Challenge SoCal Region Co-Affiliate Partner Representatives

|                           |                    |
|---------------------------|--------------------|
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#### **Program Delivery Organization (PDO):**

Arabian Prince/ President

Next Careers, a California 501c3 Corporation

PO Box 1459, Monrovia, CA 91016

EIN: 81-2366006

W9 available at

<https://drive.google.com/file/d/0B29JkbjGvtLhR0ZfZIA4NzN3QTQ/view?usp=sharing&resourcekey=0-pPRRelhfUaUia6HVmPGMNw>

Thank you for volunteering your time to host one Qualifier Tournament (QT) event.

***FIRST* Tech Challenge SoCal Region (hereinafter referred to as SoCalFTC)** itself is not a legal entity. It is the operating committee of volunteers that coordinates *FIRST* Tech Challenge events for our PDO, Next Careers (www.nextcareers.org), which is a California non-profit organization based in Monrovia. Next Careers is the **PDO** for *FIRST* Tech Challenge for most of Southern California, encompassing approximately 1,500 students in 150 teams of 7th-12th graders. This Qualifier Tournament will create local robotic competition opportunities for 20-24 teams on each event day around your location.

This is an agreement between the hosting entity, **Heritage High School** and Next Careers, a California 501c3 Corporation and the *FIRST* Affiliate Partner for the Region.

#### **Dates and Location:**

Date: **February 4-5-6, 2022:**

Location and Address: **Heritage High School, 26001 Briggs Rd, Menifee, CA 92585**

Setup Date and Hours: **Set up 2/4, 3pm; Event Saturday 2/5 and Sunday 2/6 7am-7pm (est); breakdown Sunday 7pm – 9pm**

#### **Terms:**

Thank you for being the entity to run these local events. Your organization 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.

- Next Careers can provide a Certificate Insurance naming your school as an additional insured to support the event up to \$2 million in liability with advanced notice after we have finalized the agreement

### **FIRST Tech Challenge 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.

#### **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 setup.
- A budget of not to exceed \$840.00 for volunteer food for event day. 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 QT, 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 QT Managers as arranged

#### **Event Items**

- Trophies and Individual medals for the 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 QT host after the event
- Banners – (4) *FIRST* Tech Challenge
- *FIRST* and *FIRST* Tech Challenge Signage
- Tablecloths

#### **Equipment**

- Three (2 of 3) complete fields\* (includes ALL electronics)
  - Two (2) tournament fields (perimeter, mats, and game elements), plus one (1)

- practice field
- Scoring System SW
- Music 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

#### **Administration paperwork**

- Online access to volunteer guides, rules, field setup guide, Game video, award presentation scripts, opening and closing ceremony scripts, National Anthem recording
- Robot and Field Inspection Sheets
- Conflict of Interest forms
- Medical and Non-Medical Incident Report Sheets
- Judging room materials, including forms
- Power Stickers
- Alliance Flags
- First Aid Kit
- Sizing Cubes (2)
- Scales (2)

#### **To Be Discussed/Arranged**

- 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 QT event
- If the HOST prefers to provide any of the items above (ie your own projector) that can be arranged.

#### **HOST AGREES TO PROVIDE:**

##### **Summary:**

- Book the location, including facilities support (access to school tables, bathrooms)
- A person to coordinate assigning volunteers
- 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
- Assurance that their budget will be under \$1,000 for setup, teardown for the 1 day event.
  - A volunteer food budget of not to exceed \$840.00 per day 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.

### Locations and Space

- The QT 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
  - Lunch area for Volunteers and ability to distribute lunch in a 45 minute timeframe
  - 6 judging rooms for interviews and 1 judge deliberation room (can be one of the 6)
  - 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.

### 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). SoCalFTC 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 will upload/ publish scores to the cloud following *FIRST* documented process within 24 hours of the end of the event (prefer same day).
- Host to give to the Affiliate Partner at the event
  - Team 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 LAFTC regional guidelines --  
<https://www.firstinspires.org/resource-library/ftc/game-and-season-info>
- Stay in timely communication with the Regional QT Lead/ Theresa Klemme ([TFKlemme@gmail.com](mailto: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 QT 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 QT Team and Volunteer Welcome letter to the Regional Event Directors no later than **January 15th 2022** via email [community@socatftc.com](mailto:community@socatftc.com) for review.
  - Work with the Mentors from the teams who have selected this QT 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 three (2) weeks prior to your event date. If they are not registered, they cannot volunteer.
  - 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 facilities are 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 LAFTC 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.
    - If you are at a Saturday event and there is a Sunday event following, please wash shirts that night and provide 6:30am the next morning to the next host.
  - 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.**
  - **Hand score 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 must submit a draft tournament operating budget to **FIRST Tech Challenge SoCalFTC Region** Partner with this agreement and a final copy two (2) weeks prior to the date of the event.

**JUDGING AND ADVANCEMENT**

- *FIRST* official rules, scoring sheets and rubrics must be used. All are provided at FIRSTInspires.org or will be provided by SoCalFTC
- Trophies will be awarded per FIRST guidelines

**TERM OF AGREEMENT**

1/1/2022 to 02/28/2022 - Early termination within 4 weeks of the event is permitted by either party with written notice to the other.

**SIGNATURES**

\_\_\_\_\_  
*Affiliate Partner Signature*

\_\_\_\_\_  
*League Host Signature – Official Organization Signatory*

Patrick Brophy\_\_\_\_\_  
*Print Name Here*

\_\_\_\_\_  
*Print Name Here*

Next Careers  
\_\_\_\_\_  
*Affiliate Partner Organization*

\_\_\_\_\_  
*Hosting Organization (for which host is signatory)*

Board Member/ Secretary  
\_\_\_\_\_  
*Title/Official Role*

\_\_\_\_\_  
*Title/Official Role*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*