FIRST

PROCEDURE FOR
EVENT INCIDENT REPORTING

Original Date: 7/15/03 Last Revision Date: 8/05/09

Objective:
To provide a clearly defined procedure with specific responsibilities for handling the timely reporting of accidents involving bodily injury and/or property damage incidents at a *FIRST* event.

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Requirements:
There will be one individual at each event responsible for coordinating incident reporting activities. This individual needs to be available and on site during the periods that the event is open to the teams, volunteers and general public. This individual should be calm in an emergency, able to talk to witnesses without assessing fault and communicate with the insurance company if necessary. For purposes of this procedure this individual will be called the Incident Reporting Person or IRP. At most regional events the Pit Administration Supervisor will act as the IRP.

Responsibilities:
The IRP will meet each morning with the assigned emergency medical technicians (EMTs) for the event in order to introduce him or herself. At that time, the IRP will make the EMTs aware of *FIRST* Incident Reports and the reporting procedure.

The EMTs and the IRP will be on radio for immediate communication of any incident, which might occur.

It is the responsibility of the IRP to ensure the incident reports are completed for any incident that occurs at an event that requires treatment off site or more than a band-aid on site. If the injured person is a team member or other official event participant (other than a spectator) the IRP will also obtain the signed "Consent, Release & Hold Harmless Form" which was signed by or for the injured person at the start of the event (See Section 13, FORMS), match it to the incident report and file the report as per the procedure below.

Note: Although the majority of incidents will not result in a claim, it is better to err on the side of caution and report them. Should an incident result in a claim after the event, the documents will be on file complete with witnesses and a written report, which would be impossible to get once the event is over.

Procedure:
Should an incident occur at an event, the EMT will contact the IRP on radio to report to the incident or treatment site.

The IRP will respond immediately, bringing a clipboard, a pen and an incident report. Once the EMTs have completed treatment (or during treatment if it does not interfere with the EMTs performing their jobs) the IRP will complete the incident report, including date, time, name, address and phone number of injured party, name, address and phone number of any witnesses, information about the incident and medical care given.

The IRP should observe/inspect the accident location, if possible and note the conditions in the area: wet, dry, slippery, bumpy, etc. The more information the report contains, the better. They should note the claimant (incident victim) and witness comments, along with their own observations. ***Clear and legible handwriting is a must.***

If the incident is also being investigated by local authorities, identify those authorities as part of the report (i.e., police, from what town, county, and state).

The IRP will also need to know if the injured person is a volunteer, judge, team member or spectator. If the injured individual is a team member, the team number is essential for the next step in the procedure.

For Volunteers, Judges and Team members a signed copy of the "Consent, Release and Hold Harmless" indemnity form should be on file at the event. The Volunteer Coordinator will have the forms for the Volunteers, the Judge Coordinator will have the forms for the Judges and the Pit Admin table will have the forms for the team members. The IRP will find and pull the signed form and attach it to the Incident Report. Spectators will not have signed forms on file.

Should the signed consent form for a team member not be available from the Pit, (i.e., the team competed at an earlier regional) the IRP will determine which event was the team's first event of the season and notify *FIRST* who will then make arrangements to retrieve the appropriate form. See below for further instructions.

The completed Incident Report and signed consent form (where applicable) will be taken to the Event office immediately and faxed to *FIRST* at 603-647-5772, Attn: Finance. If a signed form is not available, please note on the cover page of the fax the teams first event. If the incident is serious, one with critical or potentially fatal injuries, the IRP must call *FIRST* immediately at 1-800-871-8326 to notify *FIRST* Headquarters. If after hours, the Event Manager or senior *FIRST* Staff person on-site will have the necessary contact information. In addition to immediately faxing the forms, the original incident report, with the signed consent form inside should be stapled together and mailed to *FIRST* within 24 hours.

In the instance of a major spectator loss or fatality, the IRP must also notify *FIRST*'s Director of Programs and *FIRST*'s Vice President of Finance at 1-800-871-8326 ext. 436. The Chief Marketing Officer must also be notified immediately at 1-800-871-8326, ext 460 and if necessary will give instructions for appropriately communicating with the public.

It is imperative that the IRP, in all conversations with the injured, witnesses, spectators and media to respond only that: "The Incident is being investigated" without any further comment. Do not imply liability or any payment.

The IRP will cooperate with the *FIRST* insurance representative during any investigation. The *FIRST* Insurance Representative is responsible for any and all conclusions.

FIRST
ROBOTICS COMPETITION

PROCEDURE FOR
EVENT SAFETY

Original Date: 9/2/03 **Last Revision Date: 5/26/10**

OBJECTIVE:
To provide a clearly defined procedure with regards to safety equipment, its deployment and use, and other safety considerations at a *FIRST* Robotics Competition event.

REQUIREMENTS:
Adults must always be vigilant in looking for unsafe conditions and acts. Unsafe conditions should be immediately reported to *FIRST* staff, event staff or facility staff. Unsafe acts should be addressed immediately by any individual by stopping or mitigating the unsafe occurrence.

One of the most ignored safety issue is the wearing of safety glasses, *must be worn at all times* while in the pits and on the field.

FIRST carries the following safety-related items to each event:

- Two (2) CO_2 fire extinguishers
  - One is to be stationed at the side of the field
  - One is to be stationed in the Pit near the Pit Administration Station
- *First aid kit*
- Two (2) containers of acid neutralizer
- Numerous pairs of safety glasses

Additionally, there is Emergency Medical Services (EMS) personnel provided at each site for emergency medical care. Typically, EMS is located near Pit Administration.

RESPONSIBILITIES AND PROCEDURES:
Safety is everyone's responsibility, but enforcement mainly resides with the adults.

Emergency Medical Services (EMS)/Emergency Medical Technicians (EMT)

- ALL medical emergencies are handled by contacting EMS on the radio. They have a pre-assigned channel on the radio. If they cannot be reached, ask the personnel at the Pit Administration table for assistance in locating EMS. All medical emergencies (for Staff, Volunteers and Teams) are to be handled by the EMS/EMTs.

Fire Extinguishers

- *FIRST* carries only CO_2 fire extinguishers. CO_2 extinguishers are relatively safe, but like anything, if not used properly, injury can result. *FIRST* CO_2 fire extinguishers should be utilized to put out any fires, which may occur on the Playing Field.
- Many venues use dry chemical extinguishers. DO NOT USE DRY CHEMICAL EXTINGUISHERS ON THE PLAYING FIELD unless the CO_2 extinguishers have been fully discharged and have not extinguished the fire. The powder makes an extreme mess and will literally shut down the event.
- Use of the fire extinguishers should be limited to those that have used them before but, in lieu of that, the following is a very brief set of instructions for their use:
  - ♦ **First, have someone call 911 for the Fire Department, then;**
  - ♦ Pull the pin that keeps the handle from operating and discharging the CO_2;
  - ♦ Remove the nozzle and hold it in one hand while holding the canister (by the handle) in the other hand;
  - ♦ Get as close as possible to the fire;

- Aim the nozzle at the **base** of the fire;
- Squeeze the handle mechanism to discharge the CO_2;
- Move the nozzle around the base of the fire until it is out;
- The "pound rating" on the extinguisher is the number of seconds of discharge; be quick and accurate as possible;

Acid Neutralizer
These are kept near the Playing Field and at the Pit Administration Station. Use them in the event that a sealed battery is damaged and leaks acid gel. Read instructions before using.

Safety Glasses
It is imperative that safety glasses are worn in the pits and on the playing field. Teams are responsible for bringing their own safety glasses for all team members and guests. *FIRST* carries several dozen safety glasses for staff, volunteers, and team emergencies. Limited numbers are available for loan at the Pit Administration Station.

All individuals, regardless of age, must wear safety glasses at all time when in the Pit area, including walkways, the Pit Administration Station and while working on and around the playing field, the practice field and any other area where the use of eye protection is posted.

Children under 12
Visitors to the pit area age 12 or under must be accompanied by an adult who is responsible for supervising them at all times.

FIRST

ROBOTICS COMPETITION

PROCEDURE FOR
JUDGE ADVISOR RECRUITMENT

Original Date: 10/8/04 Last Revision Date: 9/15/05

Objective:

1. Have trained local Judge Advisors at each *FIRST* Robotics Competition by no later than the fourth year. If a potential Judge Advisor meets all the requirements (see Judge Advisor Requirements below), and can attend the mandatory training session held during the preseason (usually January), this could occur as early as the third year.
2. Involve both local committees and veteran Judge Advisors in the nomination process.
3. Engage local Judge Advisors, wherever possible, as part of the local committee so that they are involved with local issues such as judge selection, sponsorship and VIP development.

Judge Advisor Requirements

1. Has been a judge at the Regional and/or Championship level for at least two years.
2. Is recommended by either the local committee or a veteran Judge Advisor and be approved by the lead *FIRST* Judge Advisors and the Director, *FIRST* Robotics Competition.
3. Has attended at least one Judge Advisor training session in the past two years.

Note: Judge must attend a Judge Advisor training session once every two years in order to remain a qualified *FIRST* Judge Advisor.

Judge Advisor Responsibilities

The Judge Advisor facilitates the judging process and award deliberations at the competitions. Judge Advisor responsibilities include:

1. Overseeing the panel
2. Setting the daily schedule
3. Assigning the judging teams and tasks
4. Leading the discussions
5. Ensuring award criteria are met for each award
6. Overseeing writing and editing of the award scripts
7. Serve as an advisory panel to the Lead Judge Advisors and *FIRST* staff.

The Judge Advisor does not vote on awards but is responsible for getting the voting done in a timely manner. This individual must be a leader, a diplomat and a facilitator to help the judges reach a decision.

Judge Advisor responsibilities will be further defined in the Judge Advisors handbook distributed to all Judge Advisors each year in January.

Judge Advisor Nomination Procedure

After the end of each Competition season, nominations for new Judge Advisors will be solicited from veteran Judge Advisors (for events they covered) and from Regional Committees. These names will be solicited by *FIRST* from May through September.

In the event that both the Judge Advisors and the Regional Committee nominate the same individual, that individual will be contacted by *FIRST* and asked if they would like to be a Judge Advisor for the following season.

In the event that the names do not match, further discussion will be required. The veteran Judge Advisor who has worked with the individual, will be asked to comment on the committee nominee. The Regional Committee will be asked to comment on the Judge Advisor nominations. All comments will be taken into consideration by *FIRST* and the Lead Judge Advisors before any potential new Judge Advisor is solicited. *FIRST* will work with the Regional Planning to form a consensus.

Note 1: *Many excellent judges may not have the skill set required to be a FIRST Judge Advisor. FIRST relies on our veteran judge advisors who have experience with the nominated judges to assist us in making those determinations.* ***FIRST requests that Regional Planning Committees not contact potential Judge Advisors to avoid any conflicts, miscommunications or hurt feelings should a nominated individual not have the skills needed to be a FIRST Judge Advisor.***

Note 2: *All Judge Advisors must attend Judge Advisor training at least once every two years. This training is mandatory for all new (rookie) Judge Advisors prior to working a FIRST Robotics Competition Regional as a FIRST Judge Advisor.*

Responsibilities:

1. The responsibility for contacting and recruiting the selected individual resides with *FIRST* Headquarters
2. *FIRST*, in conjunction with the lead Judge Advisors will develop training materials for new Judge Advisors
3. New Judge Advisors will be contacted by *FIRST* and confirmed for the following season by mid October.
4. Veteran Judge Advisors will conduct the Judge Advisor training
5. *FIRST* is responsible for scheduling and arranging all Judge Advisor training.
6. The Lead Judge Advisors and *FIRST* Headquarters are responsible for training new Judge Advisors.

Once the competition schedule (dates) are locked in, Judge Advisors can be assigned to events and Regional Committees notified.

FIRST
PROCUREMENT OFFICE

PROCEDURE FOR
PURCHASE ORDER SYSTEM

Original Date: 6/1/98 **Last Revision Date: 6/30/2010**

A Purchase order form is required for **all** purchases. The form is available through the Microix System. Please see Procurement Procedure 101 for details.

Only the members of the *FIRST* Procurement Department have the authorization to commit funds for *FIRST.* Prior to any commitment, the Procurement Department must receive an approved requisition form through the Microix System.

All purchases greater than $1,000 require a written quotation from the Supplier attached to your requisition. Purchases greater than $10,000 require three competitive quotes or a sourcing/cost justification be attached to the Requisitions. Any purchases greater than $25,000 require early involvement by the Procurement Department and at the discretion of the Director of Procurement, may require the development of an RFQ or RFP to be sent to multiple Suppliers

Proper Approval Channels at *FIRST* are a product of the electronic requisition/approval system. Each Region has an Approval Workflow in the Microix System which adheres to the approval policies outlined in Procurement Procedure 101. Once a requisition moves through the entire approval Workflow, it will be moved to Procurement for processing.

All purchase orders require a receipt. Packing Slips must be forwarded to the Receiver at *FIRST* headquarters. The receiver will match the packing slip to the a purchase order, initial and date stamp the packing slip, enter the receipts to the Microix System, and forward the receiving document and the packing slip to Finance as proof of receipt. (A supplier cannot be paid without proper proof of receipt whether it be tangible or non-tangible items.) If a packing slip or a receipt is not provided by the supplier a copy of the printed purchase order marked received and signed by the individual that received the product or services, must be forwarded to the Receiver at *FIRST* Headquarters.

Approval Matrix:

Name	**Title**	**Authorized up to:**
John Dudas	President	$1,000,000
Durkin Terry	Vice President of Finance	$ 50,000
Roseann Stevens	Vice President of Field Operations Planning	$ 50,000

FIRST
PROCUREMENT OFFICE

Authorization for and Process of Procurement
PUR-101

Original Date: 7/1/2009 Last Revision Date: 7/15/2009

PURPOSE: To identify the authorization to commit funds for *FIRST*® and the process to do so.

REFERENCES:
Procurement Policy PUR-102 Sourcing
Procurement Policy PUR-103 Negotiation
FIRST® Travel and Expense Policy
FIN Spending Authority Chart
"Purchases_Expense Report Approvals_FY2008_ Revision 1 050108"
Standard Operating Procedure "Creating a New Requisition Request for Materials or Services"

DEFINITION:

Agent: Individual authorized to commit funds on behalf of *FIRST*®
Supplier: Any individual(s) representing a company or organization intending to provide goods and/or services to *FIRST*® in expectation of a fee.
Requestor: An individual in the *FIRST*® organization with a requirement to obtain goods and/or services from an outside source.
Sourcing: The activity of locating a source of supply or a service provider
RFQ/RFP: Request for Quote/Request for Proposal
SINGLE SOURCE: Multiple Suppliers exist; however, with sufficient rationale, Procurement elects to utilize only one of these suppliers.
SOLE SOURCE: The supplier is the only available source for the product required. The product is proprietary to the Supplier.

POLICY:

Members of the Procurement Department are the only authorized agents of *FIRST*®. The Procurement Department is responsible for obtaining all products and/or outside services for *FIRST*®.
All Requirements are to be communicated to Procurement via the use of an approved purchase requisition (Refer to Finance Document for approval requirements, attached). Requestors may suggest a potential supplier on the requisition form; however, the Procurement Department is responsible for sourcing all purchases and obtaining the best price, quality, delivery and terms.

> *Note: The only exception to this policy is those emergency situations in which a Regional Director needs to acquire event-related goods and/or services with a value less than $250. In these circumstances, the Regional Director should utilize a credit card and submit all backup paperwork with a FIRST® expense report to the Accounting Department for reimbursement on their next submittal in accordance with the FIRST® Travel and Expense Policy.*

The Procurement Department will source the product and/or service achieving the most appropriate agreement including but not limited to price and delivery. All purchases greater than $1,000 require a written quotation from the Supplier. Purchases greater than $10,000 require three competitive quotes or a sourcing/cost justification approved by the individual authorized to approve purchases greater than $10,000 for the requester's department (See Finance Document for approval requirements, attached). Any purchases greater than $25,000 require early involvement by the Procurement Department and at the discretion of the Director of Procurement, may require the development of an RFQ or RFP to be sent to multiple Suppliers (See "Purchasing Guidelines", attached).

All requisitions must have the appropriate approvals in accordance with the "Finance Document for Purchases Approvals" as well as the following requirements: For any purchase of $50,000 or greater, the Vice President of Finance or his designee must initial the requisition indicating verification that the item(s) is within the approved budget. All unbudgeted requests for goods or services shall be sent to the Vice President of Finance or the President for review and signed approval. Any out-of-budget commitments over $200,000 require approval by a board officer. All purchases greater than $1,000,000 requires the approval of the Steering Committee even if already approved within the annual operating budget. The Board Treasurer may act on behalf of the Steering Committee. All contracts for a period greater than 3 years and/or greater than $1,000,000 must be reviewed by outside counsel. Any requisition requiring review and approval by the Vice President of Finance, the President, a board officer and/or the Steering Committee requires complete documentation including but not limited to an executive summary explaining the requirement, the source selection criteria and the steps that were taken to assure the best possible value to *FIRST*®.

All Quotes and Proposals submitted by a Supplier must be directed to, and reviewed by, Procurement. The Procurement Department will be responsible for selecting the supplier and awarding the order. Selection Criteria for awarding the contract is as follows:

- The total cost of the contract including price, extraneous charges, freight, cash terms, any requirement of cash deposits as well as any special offerings provided by the Supplier
- Delivery including the geographic location of the supplier, the supplier's capability to meet the requested delivery date and the logistics required for transporting the product
- Quality of the product and/or service based on past experience, reference feedback or supplied samples
- Process Knowledge of the supplier based on past experience with *FIRST*® and the degree of complexity and time required to educate a new supplier on such process knowledge
- Possession of necessary tools to complete the contract/order such as plates, tools, screens etc. and the time and cost to recreate or relocate them.

The Procurement Department is responsible for acquiring an updated MSDS Document from the Supplier whenever it is deemed necessary. These documents shall be maintained in the Procurement Department.

From time to time Procurement may be in a position where utilizing a single source is the most appropriate decision for awarding a contract/order. Situations such as a lack of lead time to perform competitive bid processes, or where the scope of work is extremely complex and the former supplier provides knowledge and expertise that cannot easily be replaced are examples of criteria causing the selection of a single source.

A sole source supplier is selected in situations where the product desired is proprietary to that supplier or where the service provided is only offered by that supplier. In these circumstances it is critical for Procurement to have formal agreements and negotiate for the best possible outcome for *FIRST*®.

If multiple quotes are not provided, an explanation must be written on the requisition; such as "sole source for a required proprietary product" or "single source due to complexity of services required". However, any purchase greater than $10,000 without multiple quotes, requires a complete approved "Single/Sole Source Justification" document (see example attached) prior to the award of a purchase order or contract.

Where appropriate, the Procurement Department may use negotiation as an additional tool for establishing the best outcome. See the referenced policy noted above on Negotiations. During the bid/quote and negotiating process, employees and consultants must refrain from discussing the potential business with any of the bidding suppliers unless specifically directed by Procurement, in writing, to provide more technical or specific information. This is critical to maintaining impartiality, business ethics and the best outcome for *FIRST*®.

STANDARD OPERATING PROCEDURE

NEW PURCHASE ORDER PROCESSING LEAD TIME

Original Date: 7/9/07 Last Revision Date:

1. The requestor creates a new purchase order using the *FIRST* approved PO Form that can be found at Finance's "wall of forms", Procurement Dept or on the *FIRST* Intranet under business forms. (Note: For Regional Planning Committees this form can be found in Section 13 FORMS).

2. The PO form is completed and all pertinent supplier and purchase ordering information are included on the form.

3. The requestor shall obtain the necessary signature approval(s) based on the total purchase order dollar amount.

4. The completed and signed purchase order is delivered to the Procurement group
   Note: All purchase orders delivered to the Procurement Department before 2:00pm (EST) shall be issued a purchase order number and returned to the requestor's mailbox by 12:00pm the following business day. Delays may result of purchase orders are not entirely completed nor have the appropriate signature approval.

5. The Procurement group will work with the Accounting Manager to obtain the correct General Ledger (G/L) account code, which will be applied to the purchase order.

6. The Procurement group shall issue a purchase order number, make photocopies and distribute the purchase order to the following stakeholders: **Requestor, Accounts Payable and Receiving.**

7. Upon receipt of the purchase order, the requestor will contact the supplier and forward the purchase order for the procurement of goods and services.

8. Emergency purchases shall be handled on an "as required" exception basis only.

FIRST
ROBOTICS COMPETITION

PROCEDURE FOR
TEAM SOCIALS

Original Date: 9/1/04 Last Revision Date: 9/15/05

Objective:

- Provide a safe outlet for students to engage in social interaction with fellow team members and members of other teams.
- Provide a meal for team members.
- Provide a known place for the students to congregate and unwind after the first full day of competition.
- Provide a fun and festive environment that adds to the overall *FIRST* experience.
- Provide a place for team leaders to engage in social interaction with fellow team leaders.
- Provide entertainment which supports *FIRST*'s core values and encourages appropriate activities and behavior.

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Requirements:

Team Socials must provide a safe, secure location inside the venue or within a reasonable (preferably walking) distance from the event. There should be food for approximately 30 members per team and a *FIRST* approved entertainment or activity. Due to insurance and liability issues, DJ's and/or dancing are strictly prohibited at Team Socials. Any entertainment or activities should be of a nature to allow participants to unwind after a very busy and competitive day.

Submit entertainment plans for review to the Director of *FIRST* Robotics Competition by no later than January 20, 2006. This is necessary in order for *FIRST* to approve and obtain any certificates of insurance which may be required.

Team Socials are not planned for events unless regional sponsorship funding goals have been attained. Socials are expensive and not a required component of a *FIRST* Robotics Competition. Before the Regional Planning Committee initiates planning for a Team Social, a complete review of sponsorship status is needed. Sponsorship sufficient to cover other critical expenses must be obtained before an event starts planning for a social.

Responsibilities

It is the responsibility of the Regional Planning Committee to appoint a Team Social Coordinator (or organizing subcommittee or group) to oversee the planning of the Team Social and the supervision of the actual event.

The Team Social is an event that should last 2½ to 3 hours (max) usually on the Friday of competition. The Team Social Coordinator should be outgoing and open-minded with excellent planning and organizational skills and have a good understanding of how current high school students enjoy being entertained with appropriate good taste.

This individual works with the *FIRST* Regional Director, the Event Manager (if the Team Social is held in the same venue as the competition) and the Teams to make the Team Social a safe and successful event for all participants.

Team Social Coordinator

Find the position description for the Team Social Coordinator can be found in Organizing Your Event (Section 1) of the Regional Planning Guide.

Specifications for the Team Social Site can be found in Securing the Site (Section 2) of the Regional Planning Guide.

The Team Social Coordinator will need to determine the goal(s) and theme of the Team Social for the regional event in conjunction with input from the Regional Director and the Event Manager. A Team Social Committee, consisting of local team leaders and students (optional) may be used to plan the event.

This may be time consuming. “Buy in” by the attendees into the content of the social may provide excellent input and assist in creating a high quality event.

The Team Social Coordinator will represent the regional planning committee and will interface and interact with the Regional Director and the *FIRST* Headquarters Staff. The Team Social Coordinator will ensure that all *FIRST* attendance policies (1 adult for every 10 students attending) are adhered to in the organization and the execution of the plan for the Team Social. The Team Social Coordinator is the “go to” person on site to supervise the on site setup of the Team Social. He/she will ensure all issues are resolved so that the Team Social is ready at the prescribed time for the regional event.

If the Team Social is being held in the same facility as the Regional Event, the *FIRST* Event Manager will work with the Regional Planning Committee to secure favorable rental and food pricing. If the Team Social is being held off site it is the responsibility of the Regional Planning Committee to secure these items. These contracts must be approved and signed by *FIRST* in order to be covered under *FIRST*'s insurance, be included on the *FIRST* web page and for the Team Social Coordinator to have access to team contact information.

1 Month Prior to the Event

- Team Social Coordinator works with *FIRST* to determine the headcount anticipated to attend the Social. If the site capacity is limited, it may be necessary to plan actions to tightly control attendance. The use of wristbands issued to team leaders may be required to insure attendance does not exceed capacity.
- Team Social Coordinator informs Team Leaders of the plans and reviews requirements of 1 adult chaperone (must be over 18 and not a student member of the team) for every 10 students attending. He/she requests the names of chaperones emailed to the Team Social Coordinator no less than two weeks prior to the event.
- Team Social Coordinator becomes familiar with the Incident Reporting Procedure found in Policies and Procedures (Section 14) of the Regional Planning Guide. The Team Social Coordinator is responsible for adhering to the Incident Reporting Procedure at the Team Social.

At the Regional Event
Wednesday:

- Arrive late afternoon to meet with the Event Manager and Regional Director to discuss the Volunteer Meeting Agenda and Team Social Attendants training.
- Attend the Wednesday night volunteer dinner to meet with the Team Social Attendants and give them an overview of what their duties will be at the Team Social.

Thursday:

Walk around the Pit area to meet the team leaders to:

- Verify headcounts of team members who will be attending the Team Social
- Verify number of students and adult attending, and chaperone names
- Ensure that Team Leaders are aware students and chaperones must arrive together at the Team Social

Friday:

- Meet with all of the Team Social Attendants mid-morning to ensure they know:
    - Where they are supposed to go
    - What time they are supposed to arrive and leave (must stay until end of event)
    - What they will be doing

  - Distribution process for wristbands or tickets to attendees, if needed
- Meet with the Regional Director on site to:
  - Determine who will be going to the Social from the Regional Committee and from *FIRST* Staff
  - Determine who will assist with problem resolution should it become necessary
- Walk through the Team Social venue with the Event Manager to:
  - Check on setup and catering status
  - Discuss the specifics of the Team Social to make sure they are clear
- Check with the EMTs, ensure they are all set for the event
- Obtain "Incident Report" forms from Pit Administration Supervisor to have on hand at the event

At the Team Social:

- Greet team attendees at the entrance, check for appropriate number of adult chaperones
- Walk around and mix with the teams in all areas
- Help to ensure safety of all attendees
- Be alert for any conditions arising, which could give opportunity for inappropriate behavior. It is better to prevent incidents before they happen than deal with them afterwards
- If inappropriate behavior is observed, politely interrupt and ask the participants to stop (i.e. dancing, body surfing, necking, groping, etc.)
- Try to ensure that all the participants are involved and having a good time
- Check on transportation issues; ensure team buses are parked in the designated locations
- Provide teams with directions back to their hotels, upon request
- Listen to any feedback received for improvements/changes the following year
- At the end of the event, thank the volunteers for their time

Should an Incident Occur:

- Contact the EMTs immediately
- Contact the *FIRST* staffer and Regional Director/Committee member on site
- Clear the area around the incident so that the EMT's can work
- Determine who witnessed the incident and ask them to wait to one side
- Determine the team number of the person(s) involved, and contact the appropriate adults associated with the team
- Complete an Incident Report and report the incident in accordance with the instructions in the Incident Reporting Procedure (Section 13 of the Regional Planning Guide)
  Note: *If a FIRST Staff member is on site, he/she will work with you to complete it.*

Post Event:

- Send a thank-you note to each of the volunteers for their efforts. See Volunteer Recognition (Section 12) of the Regional Planning Guide for suggestions and tips.
- Prepare post event follow-up notes to capture opportunities for improvement

FIRST

PROCEDURE FOR
OBTIAINING A CERTIFICATE OF INSURANCE

Original Date: 8/10/07 Last Revision Date:

At certain events, a hosting entity may require that *FIRST* provide a certificate of insurance (COI) proving that FIRST has appropriate liability insurance in force.

An Insurance Certificate Application must be filled out by the *FIRST* representative responsible for the event (see Section 13 for this form). The completed form should be received by the Finance Department no later than three (3) weeks prior to the event. Applications submitted less than five (5) days prior to the event will not be considered – in that case, no COI can be issued, and ***the event may have to be cancelled.***

In cases where special insurance requirements are demanded in the contract with the event host entity (such as waiver of subrogation, special wording, or anything other than naming the hose as an additional insured and/or certificate holder), the application and the pertinent contract language myst be subnmitted to the Finance Department ***at least three (3) business weeks before the contract is signed.*** The reason is that *FIRST*'s insurance provider may not be willing to issue a COI that meets the host's requirements, and *FIRST*'s management may not be willing to expose *FIRST* to the added liability and significantly diluted insurance protection resulting from the requirements. Every named additional insured reduces the amount of general liability coverage available to protect *FIRST*. There may be specific situations having significant risks that *FIRST* cannot be exposed to.