



FIRST
PROCEDURE FOR
MEDICAL AND NON-MEDICAL EVENT INCIDENT REPORTING
Original Date: 7/15/03 **Last Revision Date: 8/5/09**

Objective:

To provide a clearly defined procedure with specific responsibilities for handling the timely reporting of incidents involving bodily injury, property damage, or inappropriate behavior at a *FIRST* event.

Requirements:

There will be one individual at each event responsible for coordinating incident reporting. 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 Volunteer Coordinator or the Pit Administration Supervisor will act as the IRP.

I. Medical Incident Reporting 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 fax both to *FIRST* HQ the report as per the procedure below (603-647-5772)..

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 a medical 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 incident 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 injured person's 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, team members, and team mentors 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 and mentors. 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 Medical Incident Report and signed consent form (where applicable) must be taken to the Event office immediately and faxed to *FIRST* at 603-647-5772, *Attn: C. Baker-Terilli* for medical incidents. If a signed form is not available, please note on the cover page of the fax the team’s 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 ext. 459 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 at 200 Bedford St. Manchester, NH 03101.

In the instance of a serious injury 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 most senior marketing staff member must also be notified immediately at 1-800-871-8326, ext 460 and if necessary will give instructions for appropriately communicating with the public or press.

It is imperative that the IRP, in all conversations with the injured, witnesses, spectators and media respond only that: “The Incident is being investigated” without any further comment. Do not imply liability or any payment. If necessary, refer them to FIRST Headquarters at 800-871-8326 ext. 459.

The IRP will cooperate with the *FIRST* insurance representative during any investigation.

I. Non-Medical Incident Reporting Responsibilities:

The Volunteer Coordinator (VC) will meet with all event volunteers to introduce him or herself. At that time, the VC will make these groups aware of the *FIRST* Non-Medical Incident Report and the reporting procedures.

It is the responsibility of the VC to ensure that Non-Medical Incident Reports, and *FIRST*’s Code of Conduct are available to all event volunteers and staff and that they are completed for any incident involving inappropriate, ungracious, or unprofessional behavior, or non-compliance with the *FIRST* Code of Conduct. The VC will assure that all the correct names and contact information are on the report and that as much detail as possible regarding the incident is included in the descriptive section of the report. **Clear and legible handwriting is a must.**

Procedure:

Should a non-medical incident occur at a *FIRST* event, the VC will notify the event Regional Director and the event’s Regional Committee Chair as soon as possible, supplying them with a copy of the completed report. The VC should ask the RD and the RCC to sign the original copy of the report.



With the RD and the RCC, the VC should immediately discuss the severity of the incident and determine the appropriate action to be taken.

The signed Non-Medical Incident Report should be faxed, as soon as possible, to the FIRST Volunteer Resources Manager at 603-666-3907. In addition, the VC should alert the Volunteer Resources Manager by leaving a voice mail message at 800-871-8326 ext. 437.

**FIRST
ROBOTICS COMPETITION****PROCEDURE FOR
EVENT SAFETY****Original Date: 9/2/03****Last Revision Date: 9/15/05**

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, particularly in the pits and on the field.

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

- Two (2) CO₂ 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
- Band-Aids
- Two (2) containers of acid neutralizer
- Numerous pairs of safety glasses

Additionally, there are 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 CO₂ fire extinguishers. CO₂ extinguishers are relatively safe, but like anything, if not used properly, injury can result. *FIRST* CO₂ 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 CO₂ 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 CO₂;
 - ◆ 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 CO₂;
- ◆ 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.



FIRST ROBOTICS COMPETITION

PROCEDURE FOR JUDGE ADVISOR RECRUITMENT

Original Date: 10/8/04**Last Revision Date: 11/07/08**

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. ***Must attend*** at least one Judge Advisor training session in the past two years ***in order to remain certified.***

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.
8. ***Maintain *FIRST* quality and consistency standards in the judging process.***

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: 7/30/2009

A Purchase Requisition form is required for all purchases. The form is available through the Filemaker System. Off-site personnel may request purchases via an email to Procurement clearly stating the requirement including quantity, description, cost, reason for the purchase and the suggested supplier. If known, include any shipping costs that may be incurred.

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.

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

Proper Approval Channels at *FIRST* are described in the paragraph below.

All requisitions must have the appropriate approvals in accordance with the approval matrix below 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 for review and signed approval. Any out-of-budget contractual 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*.

The Procurement Department will acquire the necessary approvals on all email requests from off-site personnel. After acquiring the necessary approvals on the requisition forward the document To Procurement for execution. Procurement will create a purchase order and send it to the supplier, Finance and Receiving. An email notification will be sent to the Requestor indicating the requisition has been approved and processed by Procurement.

All purchase orders for goods 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 and forward the purchase order copy and the packing slip to Finance as proof of receipt. (A supplier cannot be paid without proper proof of delivery. If a packing slip is not provided with the shipment, a copy of the purchase order marked received and signed by the individual that received the product directly, must be forwarded to the Receiver at *FIRST* Headquarters.



Approval Matrix:

Name	Title	Authorized up to:
Paul Gudonis	President	\$1,000,000
Durkin Terry	Vice President of Finance	\$ 50,000
Bruce Linton	Vice President of Field Operations	\$ 50,000
Steve Chism	Vice President of Programs	\$ 50,000
Roy Temper	Vice President of Development	\$ 50,000
Cheryl Walsh	Chief Marketing Officer	\$ 50,000
Bill Miller	Director FRC	\$ 10,000
Anna Maenhout	Director FLL	\$ 10,000
Ken Johnson	Director FTC	\$ 10,000
Deb Rose	Operations Manager	\$ 10,000
Deb McKinstry	Director Human Resources	\$ 10,000
Frank Merrick	Deputy Director FRC	\$ 5,000
Dennis Howland	Manager Volunteer Resources	\$ 2,500
Dia Stolnitz	Director of Special Projects/ <i>FIRST</i> PLACE	\$ 2,500
Jim Stone	Manager IT	\$ 2,500
Marian Murphy	Communications Manager	\$ 2,500
JoAnn Halloran	FTC Services Manager	\$ 2,500
Neil Rosenberg	Engineering Manager	\$ 2,500



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.

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 14 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
OBTAINING A CERTIFICATE OF INSURANCE****Original Date: 8/10/07****Last Revision Date: 8/05/09**

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 (fax 603-647-5772 or email cbaker-terilli@usfirst.org) no later than three (3) weeks prior to the event.* The application must specify the name and address of the certificate holder. 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 those as an additional insured and/or certificate holder), the application and the pertinent contract language must be submitted 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 accept responsibility for.