

Local Kickoffs

Overview

A *FIRST* Robotics Competition Local Kickoff is a joint effort between the Local Kickoff Coordinator, the Regional Planning Committee/ Regional Director, and *FIRST* headquarters. In order to ensure that teams attending Local Kickoffs are participating in organized and effective events, *FIRST* has set guidelines for all sanctioned Local Kickoffs.

To be considered a *FIRST* Local Kickoff:

Local Kickoff organizers must register their event with *FIRST* and provide *FIRST* with all requested information in a timely fashion.

At least 8 teams (with two or more individuals per team) must be in attendance

The live broadcast of the *FIRST* Kickoff in Manchester, NH must be shown

The Kit of Parts (KOP) must be distributed immediately after the conclusion of the Kickoff Telecast.

Kickoff Coordinator

This individual will work closely with *FIRST* headquarters and the Regional Planning Committee/Regional Director for their area. The Kickoff Coordinator will:

- Find and reserve the location for the Local Kickoff
- Obtain any equipment necessary to screen the broadcast
- Decide if a field will be constructed and recruit volunteers to build the field if needed (see Field construction below)
- Decide if workshops will be offered and organize workshops if they are to be held
- Recruit volunteers to assist at the local kickoff
- Arrange for someone to be available to sign for and receive the shipment of kits during the week prior to kickoff.
- Ensure all Local Kickoff volunteers enter their information into the Volunteer Information Management System (VIMS).
- Register participating teams at the Local Kickoff event,
- Distribute packets of information and Kits of Parts to registered teams
- Return all Kit of Part Receipts to *FIRST* immediately after the Local Kickoff.

The Kickoff Coordinator must be able to be reached by phone during the Kickoff.

The Kickoff Coordinator must complete the online Local Kickoff Application by the deadline.

Location

All Local Kickoffs will take place in a public setting. Meeting locations should have a space large enough for all attendees to view the broadcast and video equipment for receiving and displaying the live broadcast. If workshops are planned, breakout rooms would be beneficial. Shipping locations must have a loading dock for delivery, an area accessible to vehicles for Kit of Parts (KOP) pickup and must have a secure location to store KOP between delivery date and distribution day.

Kit Shipping

FIRST will ship KOPs to the Local Kickoff location for teams registered in TIMS for that Local Kickoff. Someone must be present to sign for and receive the shipment of KOP on the designated delivery day. If the shipment is refused by the site or if no one is present to sign for the kits and the shipment is returned to the carrier's site, the Kickoff Coordinator is responsible for arranging another delivery time. Only teams that have paid or have made arrangements with Finance for payment will receive a KOP. No kits may be released to anyone prior to the completion of the Manchester Kickoff.

Field Construction

Many events choose to build a full or partial playing field for their event. Due to the confidential nature of the game prior to the Kickoff, the individual(s) recruited to construct the field and anyone else viewing or having access to the field design documents will be required to sign a Non Disclosure Agreement prior to receiving the prints and bill of materials. We strongly discourage team mentors from being recruited as field builders.

Workshops

Workshops are an optional addition to a Local Kickoff. If the Kickoff Coordinator decides to hold workshops, the Kickoff Coordinator will be responsible for all details related to the workshops.

Registration Packets

FIRST will send Registration Packets containing KOP receipts to the Kickoff Coordinator for teams registered in TIMS for that Local Kickoff. Only teams who have paid or have made arrangements with Finance for payment will receive a packet. A team may not pick up a KOP without a KOP receipt.

Kit of Part Receipt

A KOP Receipt will be included in each team's registration packet. This receipt must be signed by an adult aged 18 or older from the team and handed in when the team receives their kit. No kit will be given out without a KOP Receipt. The Kickoff Coordinator for the Local Kickoff must collect all signed KOP Receipts and return them to *FIRST* via mail on the Monday following the Local Kickoff Event.

Surrogate Kit Pick Up

There may be instances when a team is unable to attend a Local Kickoff. In this event, teams must contact *FIRST* to receive directions on how to designate another team to pick up their KOP as a surrogate. *FIRST* will provide the Local Kickoff Kickoff Coordinator with the names of surrogate teams in advance of the Local Kickoff. The designated surrogate team will then provide the Kickoff Coordinator with letter of surrogate designation and will complete a separate KOP receipt for each KOP they receive.

Training

Training for Local Kickoff Kickoff Coordinators will generally be held in mid to late September of each year. A follow up training call for late breaking news and last minute questions will be held just prior to the kickoff. Check the Regional Planning Calendar for specific details.