

Off-Season Event General Guidance 2023

Congratulations on deciding to host an Off-Season Event! We are looking forward to having the *FIRST* community come together for off-season events and want to ensure we do so with health and safety top of mind. We have updated cross-program and program-specific guidance to assist you in your planning. To best support you, we ask that you complete the [Off-Season Event Notice](#) at least 8 weeks prior to your event.

Please note that borrowing a *FIRST* Robotics Competition field is on a first-come basis and you are urged to begin that process as soon as possible, as there is limited availability.

You will be asked to provide some basic information about your Off-Season Event and the Host Organization.

- An Off-Season Event is defined as a gathering organized by a Host Organization that utilizes *FIRST* program content for which there is a participation fee or sponsorship funding. Scrimmages, Open Houses, and other non-paid activities are not considered to be Off-Season Events for the purposes of this process.
- A Host Organization is an independent entity as recognized with a U.S. federal tax ID number (EIN) or international register number. The Host Organization can be a *FIRST* Partner Organization, *FIRST* Program Delivery Organization, local school/district, youth serving organization, team 501(c)3, etc.). An individual person or unincorporated group is not eligible to serve as a Host Organization.
- You will need to provide the following:
 - Name and date(s) of event
 - Name and EIN/Register number of Host Organization
 - Event contact name and email address
 - Location of event (city and venue)
 - *FIRST* Program(s) involved in event(s)

You will be asked about the resource needs for your Off-Season Event.

- **For *FIRST* Robotics Competition** you can find more information linked [here](#). Additionally, you will need to be prepared to answer the following questions for your Off-Season Event:
 - Will you be borrowing/renting a field? If so, from whom? Note that if you intend to borrow a field directly from *FIRST*, you must follow the instructions on the page linked above.
 - Will you be using FMS? If yes, a remote software update may be required. You will be contacted with additional information should the specific FMS electronics allocated for your event require an update.
 - Have you identified an FTA? If so, who? Note that if you are using FMS, a *FIRST*-trained FTA is required.

- **For *FIRST* Tech Challenge** you will need to be prepared to answer the following questions for your Off-Season Event:
 - Will you be using the Cloud-based FTC Scoring or the Traditional FTC Live?
 - Will your event be a hybrid event, or a fully remote or fully traditional event?

- **For *FIRST* LEGO League**, you will need to be prepared to answer the following questions for your Off-Season Event:
 - Will the event be in-person or remote?
 - If remote, are you using the Event Hub or other approved online platforms?

You will be asked to confirm that you have considered several key areas in the planning of your Off-Season Event.

- The Host Organization will plan this event in alignment with COVID-19 guidance as provided by a local public health organization(s) and the event venue.
- In emergencies and other extraordinary situations (such as, for example, threats to health and safety), *FIRST* may, at the discretion of *FIRST* and without liability to Host Organization, order changes in the Programs and/or the delivery of the Programs (including, without limitation, request cancellation of Off-Season Events), without advance notice. Host Organization acknowledges that it will make all reasonable efforts to comply with such changes.
- The Host Organization will create an event specific safety plan aligned with *FIRST* program guidelines and venue requirements.
- The Host Organization has considered and secured, if needed, appropriate levels of insurance for this event. Although Host Organizations are free to identify their own insurance carrier, you may find it helpful to complete an [application with Philadelphia Insurance](#) and email it to Lin Jaeger, *FIRST*'s broker, at (linda.jaeger@usi.com).
- The Host Organization is committed to youth protection measures as described in the [Youth Protection Program Guide](#) and understands that *FIRST* screened volunteers can provide proof of screening by following the steps outlined [here](#).
- The Host Organization understands that if they plan to collect any [personal data](#), including but not limited to personal information such as name, address, date of birth, email address, phone number, images including photos and video (including livestreaming and broadcasts), they must have the consent to collect, process and use the personal data from a parent/guardian in the cases of minors, or the data subject if 18 or over. *FIRST* Consent and Release forms do not cover Off-Season Events.
- The Host Organization understands it is responsible for adherence to state/local tax regulations as they may apply to this event. For more information and guidance, please consult with your state/local department of revenue.