



Our Future:
Built Better Together

Guidance for Facilitating Remote Events Held Outside Official *FIRST*® Remote Event Hub (REH)

For *FIRST*® LEGO® League and *FIRST*® Tech
Challenge Events for GAMECHANGERSSM Season

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(Document updated: 10/13/2020)

Guidance for Facilitating Remote Events Held Outside Official *FIRST* Remote Event Hub

As we prepare for the launch of the *FIRST* Remote Event Hub (REH) that will be used to facilitate team, volunteer and event management for Program Delivery Partners and event coordinators, the following guidelines and resources are provided for remote events that must be held prior to its launch using partner-sourced online platforms. Please work with your Field Operations Manager as you prepare for any remote event that will be held outside the REH.

Data Protection

Guidance/Requirement	Resources
Follow the “ <i>FIRST</i> Data Protection Policy” and “ <i>FIRST</i> Privacy Policy” requirements.	FIRST Data Protection Policy FIRST Privacy Policy
Review all official <i>FIRST</i> Program Delivery Partner Data Protection and Privacy training materials.	Data Privacy and Protection - Field Development SharePoint Resource Drawer
Follow all data protection and privacy laws and regulations in your region or jurisdiction.	Privacy Library – global privacy laws and regulations
Only collect the minimum personally identifiable information (PII) from volunteers, coaches and mentors that is essential to manage your event(s).	“Stay Sharp on PII”
Carefully manage and limit access to PII to only those with a “need to know,” such as volunteer coordinators, judge advisors and head referees.	“Data Protection Quick Tips”
Always use the blind carbon copy (BCC) feature with all mass emails to protect participants’ PII.	“Data Protection Quick Tips”
<p>Program Delivery Partners should research the videoconferencing online tools carefully before deciding on a platform. Follow all suggested security protocols to ensure the safety and integrity of events.</p> <p>Ring Central and MS Teams are videoconferencing platforms approved by the Data Governance Team when used with the strictest privacy settings (e.g., specific link to attendees, private meeting ID). Other videoconferencing applications may be used but must comply with the <i>FIRST</i> Data Protection and Privacy policies.</p>	“Videoconferencing Best Practices” Approved platforms: MS Teams- video training Ring Central - support

Data Protection (Continued)

Guidance/Requirement	Resources
<p>Program Delivery Partners should research the cloud storage platform they plan to use to upload and share team and event materials, such as videos, engineering notebooks and other materials. Follow the guidelines below to ensure PII is handled safely and securely.</p> <ul style="list-style-type: none"> • <i>FIRST</i> policies require the use of password protection for all documents containing PII (e.g. coach and volunteer lists), as well as all cloud drives and folders containing team-submitted content. Use good password protocols to ensure the safety of any PII that you control and process. • Set all cloud platform settings to “restricted” or “private” to ensure no unauthorized users gain access to the event system. • To the extent possible, monitor all team submissions and judging feedback for inappropriate content. 	<p>“Password Protecting Microsoft Word Files”</p>
<p>All data from your event must be deleted or destroyed no later than seven (7) days after the event. Some cloud drive systems have a “recycle bin” feature; completely delete all files containing PII from your cloud systems, computers or other devices.</p>	<p>“Safely Deleting Files”</p>
<p>North America</p> <ul style="list-style-type: none"> • New Requirement. The <i>FIRST</i> Consent and Release Forms must be signed using the <i>FIRST</i> Registration Systems and is required for all coaches, mentors, volunteers and youth team members. • All youth must register via the <i>FIRST</i> on-line Youth Registration System to be eligible to participate in all <i>FIRST</i> programs. 	<p>Youth Registration System Guide (for Parents/Legal Guardians)</p> <p>Youth Registration Process Explanation for Lead Coach/Mentor</p>
<p>Outside North America (ONA)</p> <ul style="list-style-type: none"> • Follow the established consent process used for volunteers, coaches, mentors and youth team members in your region or jurisdiction. • Affirmative consent of all participants is required as it relates to the type(s) of personal information that is collected, how it will be collected, its intended use, if and how it will be shared, and when it will be deleted or destroyed. 	<p>Privacy Library – for global privacy laws and regulations</p> <p>Questions? Contact your Field Operations Manager or LEGO® Partner Services Manager</p>

File Handling

Guidance/Requirement	Resources
<p>Team Data Uploads</p> <ul style="list-style-type: none"> Email coaches with instructions on what, how and when to upload documents/videos. Include upload links and all deadlines. Instruct coaches to remove any unnecessary personally identifiable information from all team materials, including but not limited to, names, specific locations and images. Coaches must confirm they have the parent/guardian written consent for all participating youth. Program Delivery Partners should permanently delete all personally identifiable data within seven (7) days of the event. <p>FIRST® Tech Challenge Required:</p> <ul style="list-style-type: none"> “Engineering Portfolio” <p>Optional:</p> <ul style="list-style-type: none"> “Judging Feedback Request Form” “Control Award Submission Form” <p>FIRST® LEGO® League Challenge Required:</p> <ul style="list-style-type: none"> Two-page document of team-selected content (i.e. pages from their <i>Engineering Notebook</i> or “Team Info Sheet”) Three videos of official 2 ½ minute Robot Game Matches <p>Optional:</p> <ul style="list-style-type: none"> Five-minute Innovation Project video Photos of Innovation Project One 2 ½ minute Practice Match Live scoring 	<p>FLL: Guidance for teams in creating Robot Game Match videos (Available soon)</p>
<p>Event Data</p> <p>FIRST TECH Challenge</p> <ul style="list-style-type: none"> Upload scores in scoring system. <p>FIRST LEGO League Challenge</p> <ul style="list-style-type: none"> Input scores from individual match score sheets to scoring software. Upload scores to shared location for head referee review. Input scores from each judge session into the “Official Judging Spreadsheet” and upload to shared location for judge advisor review. 	<p>FTC Scoring System Staging Server</p> <p>FTC Scoring System PDP Guide</p> <p>FTC Scoring System Team Guide</p> <p>FLL Scoring Software – coming soon</p> <p>“FIRST LEGO League Official Judging Spreadsheet”</p>

Scheduling

Guidance/Requirement	Resources
Follow normal event posting processes (i.e. FTC: Send event information to Field Operations Manager; FLL: Add events to Partner Portal).	FIRST Partner Portal
Generate an event schedule, using traditional in-person event scheduling tools, and email it to teams and volunteers along with meeting room and ceremonies links.	FLL Scheduling Templates
Create interview rooms in the video tool as a single session with multiple breakout rooms or individual meeting rooms.	For <i>FIRST</i> Approved Platforms: Ring Central – breakout rooms REH: Video Conferencing for Judging – Ring Central platform

Volunteer Support

Guidance/Requirement	Resources
Email volunteers any links or documents, according to their volunteer role (i.e. “Judging Rubrics,” “Robot Game Score Sheet,” <i>Robot Game Rulebook</i> , etc.) prior to the event.	FTC Volunteer Resources FLL Challenge Volunteer Roles FLL Judging Resources FLL Referee Resources (Coming soon)
Provide Event Day Tournament Director/Event Coordinator with FAQ and event day phone/email/text support.	Event Day Call Support: FTC Technical Support: 603.206.2450 FTC Event Help: 603.206.2412 Additional Event Day Support (TBD)

Youth Protection

Guidance/Requirement	Resources
Volunteers must register in the <i>FIRST</i> Volunteer Registration system.	“Volunteer Registration User Guide”
<p>Volunteer Screening</p> <p>For United States and Canada. Only invite volunteers with current Youth Protection Clearance (YPC) to any online meeting or session. Volunteer screening status can be verified in the Volunteer Management System (VMS).</p> <p>For Outside North America (ONA). Only invite volunteers who comply with local screening laws and regulations.</p>	<p>“Youth Protection Program Frequently Asked Questions”</p> <p>“US Screening: Step by Step”</p> <p>“Canadian Screening Process” - video</p>
Only registered and screened coaches may participate; use “waiting room” applications to help control access.	<p><i>FIRST</i> Approved Platforms:</p> <p>Ring Central– enable waiting rooms; use a waiting room</p> <p>MS Teams – waiting room</p>
Ensure that at least two screened adult coaches and/or event volunteers are present with children in any online meeting; use “waiting room” applications to help control access.	<p><i>FIRST</i> Approved Platforms:</p> <p>Ring Central– enable waiting rooms; use a waiting room</p> <p>MS Teams – waiting room</p>
Invite only the volunteers who are actively supporting the team activity to join any online meeting or session. Use “waiting room” applications to help control access.	<p><i>FIRST</i> Approved Platforms:</p> <p>Ring Central– enable waiting rooms; use a waiting room</p> <p>MS Teams – waiting room</p>
Control or disable in-meeting chat.	<p><i>FIRST</i> Approved Platforms:</p> <p>Ring Central– chat feature</p> <p>MS Teams – chat feature</p>
Video sessions that capture youth participant images or other PII may not be recorded.	
Report any inappropriate or illegal behavior to <i>FIRST</i> and the proper local authorities.	Report of Nonmedical Incident - online form