

Mid-Atlantic Robotics, A NJ Non-Profit Organization

Responsibility Protocol between District Event Hosts and Mid-Atlantic Robotics

Purpose:

This protocol is to ensure uniformity among District Qualifying events, division of responsibilities, and compliance with generally accepted accounting procedures. This document stipulates responsibilities of Mid-Atlantic Robotics (MAR) and the Local Event Committee (LEC) and addresses other considerations.

MAR Responsibilities:

MAR shall be responsible for the following at each competition through its equipment inventory, duly selected vendors, *FIRST*, or designees as indicated by the Corporation's Competition Committee:

- Field Components, including field specific components and the Field Management System (FMS).
- All wiring and equipment necessary to connect the field and its components to electrical power and required telecommunication equipment.
- Field and Volunteer communications equipment.
- A contracted Disc Jockey.
- All pertinent audio, video and lighting equipment used to stage the event, including equipment to record and archive action of the competition.
- An electrical distribution system sufficient to serve the number of teams registered for the event.
 - This shall include the rental of a generator and the associated cost of fuel if necessary.
- Key volunteers, which shall be assigned by the Volunteer Committee in conjunction with the event Volunteer Coordinator.
- An Event Manager, who:
 - Shall be considered under contract to MAR and be appropriately compensated,
 - Shall be responsible for the successful completion of the event,
 - Shall be responsible for the well-being of all *FIRST* and MAR equipment, and
 - Shall work in conjunction with the assigned FTA to ensure that the delivered equipment containers are unloaded and re-loaded consistent with the packing diagram provided by MAR.
 - If MAR cannot identify an Event Manager, the LEC may nominate an individual to fill the role.
- All volunteer supplies; including but not limited to appropriate shirts, badges, etc.
- Expenses pertaining to tables and other furnishings for the pit and arena locations.
- Any lodging required for key volunteers.
- Any liability insurance for the event.
- Any expenses pertaining to emergency medical service personnel.
- Reimbursement to the LEC for food and beverages provided for VIP guests and event volunteers
- Custodial and Security services associated with the competition.
 - *Note that custodial services related to concessions shall be covered by the LEC.*

LEC Responsibilities:

The Local Event Committee (LEC) shall be responsible for the following:

- Completion of the MAR Competition Checklist prior to the event.
- Appropriate spaces required to run the event; including but not limited to:
 - Facilities for the field as defined by the MAR Competition Committee,
 - A readily accessible "Pit" location which can hold the number of teams registered for the event,
 - A space and all related furnishings to serve concessions to the number of students, adults, and spectators expected to attend the event other than volunteers.

- Rooms for Judge interviews
 - A private room for Judge Deliberations and training dinner (approximately 25 people),
 - Lounge and refreshment area for volunteers (approximately 60 people),
 - An area for VIPs,
 - A secure location for event management, and
 - A secure location to stage and store awards.
- Appropriate parking for the number of expected teams and spectators, including any attendees.
- Internet Access for the FMS (Wired), Audio/Video system (Wired), Pit Administration, and Volunteer Check-in.
- An appropriate space to take delivery of the field and its accompanying equipment.
 - 3-4 – 10' x 16' spaces within convenient walking distance of the primary competition area.
- A shipping address and contact person responsible for receiving shipments of event-related items such as field carpet, awards and trophies, event-related literature and apparel, and supplemental field equipment that might be needed at the venue.
 - A secure storage location for these shipments at or near the venue should be provided as well.
 - Arriving shipments must be accommodated from the beginning of the *FIRST* competition season and especially during the period when the event is ongoing.
 - *Note this responsibility also includes packing and shipping any items that must be returned to FIRST or MAR after the event.*
- Recruitment of non-key volunteers, including enough volunteers for field set-up and disassembly.
- Arranging for emergency medical personnel.
- Setting up information tables for various functions as outlined in the Competition Checklist.
- A revenue summary from concessions for informational purposes as defined below.
- Preparing and adhering to a Budget for the event. Budget is required by November 1 prior to the event.

Information Technology Resources:

A typical MAR District Event will require several Windows-based workstations (desktops or laptops) with Internet access, printing, and scanning capability. MAR will provide computers and printers for use at Volunteer Check-in, Pit Administration, and Judge's room. These will require an internet connection by the LEC.

MAR requests the use of a copy machine if available at the venue. If this is not available, the LEC must notify MAR 60 days prior to the event so other arrangements can be made.

Miscellaneous Stationery and Meeting Room Supplies:

A typical MAR District Event will require stationery and meeting room supplies (including but not limited to pens, pencils, notepads, flipcharts, clipboards, etc.). MAR will provide an initial allotment of supplies for the first year that a District Event is held at a venue. The LEC will retain these supplies for use in subsequent events held at the same venue. These supplies will be transferred to another venue or returned to MAR if a venue will not be used in the coming season.

Contracts:

In accordance with generally accepted accounting procedures, all contracts shall be executed by a corporate officer of Mid-Atlantic Robotics (Chairman, Vice Chairman, Secretary, or Treasurer). Contracts shall be made in the name of the Corporation, and directed to the corporate mailing address. Contracts shall have a payment term of not less than thirty (30) days from final day of the event. All contracts shall be executed before the event and included in the Event Budget.

Revenue Summary:

In order to further develop the Corporation's efforts in retaining and recruiting venues to host competitions, it is imperative that the Corporation receive a Profit/Loss statement for all revenue generation activities at each event. This shall indicate the costs associated with concessions and other revenue generating activities, the total revenue collected, and the profit or loss of the LEC.

Budget

MAR requests that a Budget be prepared for each District Event and District Championship by November 1st prior to the event. Items on the budget shall include (but not limited to):

- Security and Emergency Medical Services
- Janitorial Services
- Volunteer and VIP food and refreshments
- Tables, Chairs, other rentals (Bleachers)

MAR contracts directly with the DJ, generator rental, AV rental, etc. MAR will inform the LEC of the appropriate amounts to enter in their budget.

Considerations:

At times the MAR Competition Committee may find that there is an undue hardship generated by the Corporation for the LEC. Upon approval of the Chair of the Competition Committee and approval of the Chairman or Vice-Chairman, Mid-Atlantic Robotics may make adjustments and considerations as it applies to an individual event or extraordinary circumstances.

Storage of Equipment by Local Event Committee:

MAR may propose to the LEC that certain event equipment be stored for use at the venue in future District Event(s). If the LEC agrees to accept the storage of such equipment, it acknowledges that the equipment will remain the property of MAR and the LEC will exercise reasonable care to safeguard the equipment from damage or loss. MAR may retrieve the equipment at any time at MAR's expense.

Sponsorships:

There has been interest by some entities to make a monetary donation to a specific event and receive consideration as a sponsor. Such sponsors shall be considered 'Local Event Sponsor' if the donation is paid to the LEC. If the donation is paid to MAR, the donor will be identified at the level as defined in the 'Mid-Atlantic Robotics Sponsorship Levels and Recognitions' document. All donations resulting from such sponsorships – whether paid to the LEC or MAR – shall be applied to offsetting the costs incurred in operating the sponsored event. In-Kind donations to the LEC are excluded. Sponsors will be provided the appropriate donation documentation.

The MAR Finance Committee shall provide the appropriate documentation and forms necessary to complete the Sponsorship agreement for donations paid to Mid-Atlantic Robotics. The Local Event Committee shall provide the appropriate documentation and forms necessary to complete the Sponsorship agreement for donations paid to the LEC and/or an affiliated local organization with a copy to the Treasurer of MAR.

Consistent with the 'Mid-Atlantic Robotics Sponsorship Levels and Recognitions' document, any sponsor, which pays the donation to MAR, shall be recognized on the following sponsorship scale and receive the appropriate considerations as defined in that document:

\$25,000 or greater	Event Sponsor (of specific event with appropriate publicity at the venue as such)
\$15,000 - \$24,999	Partner Sponsor
\$5,000 - \$14,999	Alliance Sponsor
\$1,000 - \$ 4,999	Affiliate Sponsor

Donations paid to the LEC or a local affiliate shall be identified by the LEC, subject to not using terminology in MAR's sponsorship document and without implying any considerations that are listed in that document.

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