



## Local Kickoffs

### Overview

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

#### To be considered a *FIRST* Robotics Competition Local Kickoff:

1. Local Kickoff organizers must register their event with *FIRST* by the deadline and provide *FIRST* with all requested information in a timely fashion.
2. You must be able to receive, inventory and secure the Kickoff Kits by the required date.
3. At least 15 teams must be registered to pick up their Kickoff Kit at the Local Kickoff.
4. Show the *FIRST* Kickoff broadcast to attendees; this will require a wired internet connection (not WiFi)\*.
5. The Kickoff Kits must be kept confidential and only be distributed AFTER the conclusion of the *FIRST* Kickoff broadcast.
6. Internet access and laptops/tablets should be available for Kickoff Kit check out.

#### To be considered a *FIRST* Robotics Competition Satellite Kickoff:

1. Satellite Kickoff organizers must register their event with *FIRST* by the deadline and provide *FIRST* with all requested information in a timely fashion.
2. A Local Kickoff must approve receiving and inventorying the Satellite Kickoff Kits
3. You must be able to pick up and secure the Kickoff Kits prior to kickoff.
4. Show the *FIRST* Kickoff broadcast to attendees; this will require a wired internet connection (not WiFi)\*.
5. The Kickoff Kits must be kept confidential and only be distributed AFTER the conclusion of the *FIRST* Kickoff broadcast.
6. Internet access and laptops/tablets should be available for Kickoff Kit check out.

\*If you are not going to show the video and just intend on being a pick up location only, you must email [frckickoff@firstinspires.org](mailto:frckickoff@firstinspires.org) to get permission.

### **Kickoff Coordinator (Community Event Owner)**

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

- Sign a Non-Disclosure Agreement (this will be emailed to you)
- Review all Kickoff training materials
- Find and reserve a suitable location for the Kickoff
- Obtain any equipment necessary for the broadcast and Kickoff Kit check out
- Decide if workshops will be offered and organize workshops if they are to be held
- Decide if a robot quick build session will be offered and recruit Robot Quick Build trainers if needed
- If a Local Kickoff, arrange for someone at a facility with a loading dock to be available to sign for, unload, secure, store & inventory shipment(s) during the weeks prior to kickoff
- Enter inventory into the KitShip system within 2 business days after receipt of shipment
- If a Satellite Kickoff, arrange to pick up and secure kickoff kits prior to kickoff.
- Send out information to the teams attending your kickoff.
- Recruit volunteers to assist in preparations for and execution of the Local Kickoff
- Ensure volunteers enter their information into the [Volunteer Registration](#) system and apply for the role for the correct Kickoff
- Assign volunteers in [Volunteer Management Systems \(VMS\)](#)



- Check-In participating teams at the Kickoff event
- Ensure all Kickoff Kit Receipts are entered in online system within 24hrs of the receipt of the Kickoff Kit
- Store extra/unclaimed Kickoff Kit elements in a secure location, notify *FIRST* headquarters for further instructions.
- Complete the Event Wrap Up in [MyEvents](#).

### Location

All Kickoffs will take place in a public setting. Locations should have a space large enough for all attendees to view the broadcast. If workshops are planned, breakout rooms would be beneficial.

Shipping locations must be a business location, have a loading dock for delivery, must be accessible for inventory confirmation, and **must have a secure location** for Kickoff Kit storage between delivery date and distribution day. This secure storage could be for up to 2-4 weeks.

Kickoff Kit distribution area must be separate from broadcast view area and accessible to teams. Internet access and laptops/tablets should be available for check out.

### Kickoff Kit Shipping

The Kickoff Kits will arrive in the weeks prior to Kickoff and could arrive in multiple shipments from a variety of carriers over several days. Someone must be present to sign for, unload, inventory, and store shipment(s). If a shipment is refused by the site or if no one is present to sign for the delivery, it is the Kickoff Coordinator's responsibility to arrange another delivery time. **No kits may be released prior to the completion of the *FIRST* Kickoff broadcast without express written consent from *FIRST* HQ.**

### 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.

### Robot Quick Build Session (RQBS)

The RQBS is a workshop designed to walk rookie teams through an initial robot build to the completion of a running robot in under five hours. Participation in the RQBS is not required. If a RQBS is available for the current season, *FIRST* headquarters will alert the Kickoff Coordinator. Due to the confidential nature of the game prior to Kickoff, the team of instructors recruited to run the RQBS and anyone else viewing or having access to the RQBS documents will be required to sign a non-disclosure agreement.

### Registration at Kickoff

Teams must register for the Local Kickoff and secure their registration payment by the due date in order to receive their Kickoff Kit. After the kickoff broadcast, an adult member for each team should provide their team roster (showing they are a member) and photo ID. After verifying they are a team member, provide them with their kickoff receipt.

### Kickoff Kit Receipt

A kickoff kit receipt will be available for each team that has secured payment by the payment deadline. The kickoff kit receipt will be printed locally by the Kickoff Coordinator for each of the teams registered prior to Kickoff. An adult team member, aged 18 or older, will be required to acknowledge receipt of the Kickoff Kit and show a photo ID. No Kickoff Kit will be given out without this acknowledgement. The Kickoff Coordinator for the local Kickoff should have the receipts filled out by the adult team member and entered into the *FIRST* online system during the time of check out. Once kickoff receipts are entered, they need to be scanned into the kickoffs secure folder.



### **Surrogate Kit Pick Up**

There may be instances when a team registered for a local Kickoff is unable to attend. In this event, teams must send *FIRST* HQ a [surrogate pick-up letter](#) to designate another team to pick up their Kickoff Kit. *FIRST* will provide the Kickoff Coordinator any surrogate teams pick up letters received for their kickoff. The designated surrogate team will complete a separate Kickoff Kit receipt for each Kickoff Kit they receive. No one is allowed to sign a Kickoff receipt unless there is a surrogate letter from team giving them permission.

### **Training**

Training materials for Kickoff Coordinators and Kit Distribution Volunteers will generally be available in the fall of each year and be posted in a shared file as it becomes available.