



2018-2019
NC FTC
HOST SITE PACKET

Thank you for being interested in learning more about becoming a Host Site for FIRST Tech Challenge!

Dr. Kory Bennett
North Carolina Partner



Dear Prospective Tournament Host,

My name is Dr. Kory Bennett, and I serve as the Partner for North Carolina *FIRST*® Tech Challenge (NC FTC). I am an employee of North Carolina Agricultural and Technical State University (N.C. A&T), which is the Partner for NC FTC and serves as host to this outreach initiative in science, technology, engineering and math (STEM) education targeting 7th – 12th grade students.

FIRST® Tech Challenge (www.firstinspires.org) began in 2005 as a student - centered program that is mentor supported and is about giving students a unique and stimulating experience. Students learn the value of teamwork and to respect everyone's ideas and contributions to the team. These high school students have the opportunity to work hand-in-hand with technical professionals to develop a solution to the annual challenge. The students do a majority of the work, but the mentor are there to offer guidance, suggestions, and coaching to keep the students on task and successful. *FIRST*® values are about appreciating our differences and learning what those differences add to our lives. *FIRST*® programs succeed most fully when team members bring the *FIRST* values they learn back to their communities.

It takes a number of people and organizations to properly facilitate and manage FTC Tournaments in North Carolina. A statewide effort is required to allow as many teams as possible to compete in *FIRST*® sanctioned events. The 2018-2019 season will be composed of approximately 7 qualifier tournaments (February 2019) and one State Championship in March 2019. The qualifiers will be dispersed throughout the state to allow teams to compete as close as possible to their homes. N.C. A&T is in search of organizations interested in partnering to act as Tournament Hosts for one or more Qualifier Tournaments in their areas.

Below, you will find a detailed description of the responsibilities associated with hosting an FTC event. Please read the packet carefully and feel free to ask as many questions as needed to get a clear understanding of the responsibilities. **All questions and/or concerns in regards to hosting a NC FTC qualifying event must be submitted in a single document via email to firstrob@ncat.edu and ftcplanner@sp3.us.** This will allow us to answer your questions more efficiently and effectively than through multiple emails. We will be happy to meet with you and your group, if needed.

Once you have a clear idea of what is necessary to host a Qualifying Tournament and you intend to commit to being a Tournament Host for your area, please complete and sign the NC FTC Tournament Host Application on [pages 10 and 11](#). All applications must be signed by an authorized representative of your organization. Please indicate the location at which you intend to host the tournament. **Please forward the application by April 16, 2018 via email to the following individuals:**

Dr. Kory Bennett: firstrob@ncat.edu
Shayla Sharpe: ftcplanner@sp3.us

Once received, all applications will be reviewed and sites will be selected to host the 2018 – 2019 NC FTC Qualifying Tournaments. All responders will be contacted via email regarding the decline or acceptance of their tournament location. Selected host sites will be required to meet with the NC FTC Event Manager prior to the tournament date to review the host packet and conduct a site visit (if necessary). I appreciate your time, and hope to hear from you soon. Please let me know if you have any questions.

Sincerely,
Dr. Kory Bennett
NC FTC Partner



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HOST SITE RESPONSIBILITIES

As a Tournament Host, you have an opportunity to showcase area specific activities or special institutional events at your Qualifier Tournament. In addition, the Tournament Host shares the responsibilities of facilitating a Qualifying Tournament with the NC FTC Partner.

Each Tournament Host will be responsible for the following:

- Securing a tournament site
- Providing resources and facility personnel
- Providing Concession Stand for Participants and Spectators (if accessible)
- Providing Catering for all tournament Volunteers
- Sharing in the financial obligations required to facilitate a Tournament

I. Site Selection

Note: The NC FTC Partner must approve all sites and dates prior to final reservation to ensure that ample space and resources are available to properly facilitate the tournament.

A. Dates

Secure tournament space and resources for a Qualifying Tournament on February 2nd, February 9th, February 16th, or February 23rd of 2019 in your respective region. There will be no more than 2 tournaments per weekend. The State Championship will be held in March 2019.

B. Location Selection

Approximately 7 state-wide NC FTC Qualifying Tournaments are planned. The hope is to provide adequate coverage throughout the state that reflects the density of teams by hosting tournaments in the eastern, triad and western part of the state.

Each tournament will consist of a maximum of 24 teams (no more than 360 student participants), with a total estimated attendance of 300 – 550 people (including volunteers and spectators). All sites should be secured for:

- Set-up on the Friday before Tournament Day from at least 6:00pm – 9:00pm.
- Tournament Day on Saturday from 6:30am – 7:00pm
- Space/Resources/Power Requirements

Note: General placement instructions of the required resources will be communicated to the Tournament Host by the NC FTC Event Manager. A site visit will take place prior to the tournament to complete a walk-through of all facilities, if required.



C. Parking

There should be ample parking in front of or near the entrance of the Tournament site. Parking should be available for at least 75 - 150 cars.

D. Cancellation

At least 12 teams must be registered in order for the tournament to take place. Registration will be monitored in the weeks leading up to the event date. **If the required minimum number of teams is not met within two weeks of the event date, the tournament may be cancelled.** The NC FTC Event Manager will work with teams to locate an alternate tournament to attend.

II. Resources and Facility Personnel

A. Registration Area

A lobby space near the entrance where participants and spectators will enter the facility. This area will be used for team/volunteer check-in and an information table. The area should be large enough to accommodate all required resources and ample space for walking traffic.

Resources:

- 3 – Tables (6ft or 8ft)
- 4 chairs
- 2 power outlets

B. Pit Area

Multi-purpose area (i.e. cafeteria, etc.) large enough to accommodate 26 - 6ft tables (with ample space in between for walking traffic and chairs) in close vicinity to competition area. This area will be used as a 'home base' for the participating teams, practice competition tables, and Pit Administration.

Resources:

- 26 Tables (6ft or 8ft)
- 105 chairs (4 per team table, 1 per practice table, 2 pit admin)

Note: Each team requires access to at least one power outlet no less than 25 feet from their pit table. Teams will be asked to bring their own extension cords and/or power strips to access these outlets. Host or Facility is required to provide tape to secure all extension cords to avoid trip hazards.

C. Judging Rooms

4 small rooms (classroom, conference room or comparable space) will be required to facilitate the Judging portion of the tournament. These rooms should be in close vicinity to one another, and be no longer than a 3-5 minute walk from the Pit area.

Resources: 1 table and 2 chairs



D. Competition Area

Standard Gymnasium (preferred) or open space of comparable size w/ spectator seating for up to 500 people. This area will be used for a majority of the competition (Inspections, Meetings and Ceremonies, Alliance Selection, and Qualifying and Elimination Matches. Spectators must be able to view the event with minimum obstruction. Hence, **stadium seating is ideal**.

Note: Keeping the Competition and Pit Area in the same space is ideal. However, if your site does not lend itself to this particular set up, the areas can be located in two separate rooms.

Required Resources:

- 1 FTC Fields – complete with all mats, hardware, borders, game elements, etc.
- 7 - 6ft or 8ft tables
- 8 chairs
- Projector and screen
- American flag
- Stadium Style Spectator seating
- 2 laptops
- Power Requirements for field control systems, score table, score clock, sound system, and projector
- Score clock
- Sound system (w/ wireless microphone and auxiliary cord)

Note: If the area does not have stadium style/bleacher seating, the Host Site and NC FTC Event Manager will work together to explore ways to create an acceptable viewing setup.

Note: If using a computerized score clock, a separate projection screen or television must be used to display the clock.

E. Volunteer Hospitality Room

The hospitality room should accommodate approximately 35 volunteers at a time, and be equipped with ample amount of tables and chairs for volunteer seating and a buffet area for catering service.

F. Facility Personnel

Each site should provide the following personnel:

- **Facility Manager** for assistance with building access, resources, and set-up.
- **Set-up/Clean-Up Crew** for assistance with setting up the tournament resources as listed in section II.
- **Housekeeping** on-site during event to maintain all occupied areas and restrooms and to provide basic housekeeping services at the conclusion of the event.
- **Security** for general safety and concessions area.
- **Audio/Visual Technician** to provide technical support for use of the sound/projection equipment.
- **First-Aid** person with experience/training in first aide must be available with a first-aid kit at all times.



III. Concession Stand & Volunteer Catering

The concession stand should be in close proximity to the competition area to service teams and spectators from 8:00am – 6:00pm on Tournament day. Traditional concessions should be available at affordable prices and include healthy options. The final concessions menu is up to the concession vendor. Vendors often have box lunch options for team lunches (*to be offered for purchase* to teams).

Catering (breakfast and lunch) must be provided for all Tournament Personnel and Volunteers (approximately 35 people). The Tournament Host may choose the menu for each meal with a minimum requirement of a continental breakfast, and pizza or box lunch for the lunch menu.

IV. Volunteers

While host sites are only required to provide facility personnel as noted in section II of this document, **NC FTC would appreciate all host sites spreading the word regarding the need for Volunteers for the tournament.** These volunteers are vital to the success of the tournament, and all slots must be filled. If you have individuals who are interested in being volunteers, please email their contact information (name, email address, and telephone number) to volunteers@nc-ftc.com and ftcplanner@sp3.us. **Parents and/or relatives of participating students (on a team competing in the tournament) are not permitted to act as Judges, Referees, FTA's, CSA's or Inspectors.**

Tournament Volunteers sign up to serve in the following areas.

A. General Volunteers (6 – 10 people, 16 yrs. or older)

- 10 General Volunteers - tournament set-up/clean up
- 3 General Volunteers - Registration/Check-in
- 1 General Volunteer - Pit Admin/Runner

B. Judges (12, 3 per Judging Room, 18 yrs. or older)

- Judges can come from all disciplines and backgrounds, such as teachers, STEM professionals, etc. Volunteers that are familiar with FTC are best suited for this purpose.
- Volunteer Judges will receive training on all aspects of the FTC Judging process from the State Judge Advisor.
- Judges must have a background in the area in which they choose to participate.
- On tournament day, all Judges will be asked to arrive no later than 7:00am for check-in, and will be asked to remain at the tournament through the conclusion of the Judging Process (normally around 6:00pm).



C. Competition Area Personnel

To include: 4 Referees, 1 Field Manager, 2 FTAs, 1 CSA, 4 Field Re-setters, 2 Hardware Inspectors, 2 Software Inspectors, 2 Field Inspectors, 2 Score Keepers, and 2 Queuers

- Competition Area Personnel can come from all disciplines and backgrounds, such as students, teachers, STEM professionals, etc.
- Volunteers will receive training on all aspects of the Game from the NC FTC Partner.
- Referees must be 18 years or older.
- On tournament day, all Competition Area personnel will be asked to assist with set-up the night before the tournament (Friday) between 6:00pm – 9:00pm, and arrive on tournament day (Saturday) no later than 7:00am for check-in, and will be asked to remain at the tournament through the conclusion of the tournament (normally around 6:00pm).

Note: All volunteers will be required to register through *FIRST* via the Dash Board at the following URL: <https://my.firstinspires.org/AccountManager/Account/Register>

V. Financial Responsibility

Tournament Hosts are responsible for the tournament related costs as listed below:

- Tournament Facility fee and applicable Personnel
- Resources, Set-up, Clean-Up
- Catering for Volunteers, Competition Area Personnel and Judges (See Section VI)
- Basic supplies – first-aid kit, rubber gloves, etc.

Note: In the event that the Facility does not provide the resources/set-up and clean up services listed under ‘Space/Resource/Power Requirements’, the Tournament Host is responsible for all costs and labor associated with providing these resources/services



VI. Financial Assistance

The NC Partner has agreed to provide financial assistance to all NC FTC hosts for the 2018 - 2019 season in the form of **reimbursement** of funds up to \$500 with regards to **Catering, Space Rental (for hosts who come out of pocket on rental fees), Facilities, and Security.**

Note: This assistance is not guaranteed for every season. A decision for the following season will be made at the end of the current season.

A. Reimbursement Procedure

In order to receive funding assistance, the following 5 steps must be followed

Step 1: Host Sites pay for goods and/or services in full.

Step 2: Submit PAID invoices (original receipts) via email to firstrob@ncat.edu and ftcplanner@sp3.us along with a completed IRS Form W9 (including street address) for the paying entity. **These invoices must be submitted within 2-weeks after the tournament.**

Step 3: The NC Partner will process reimbursement checks to the paying entity. Please allow 3-4 weeks for processing.

If you have any questions, please contact NC FTC Event Manager, Shayla Sharpe, via email at ftcplanner@sp3.us.



NC FTC PARTNER RESPONSIBILITIES

As previously stated, Tournament Hosts are required to share in the duties and costs associated with facilitating a NC FTC Qualifier Tournament. The NC FTC Partner will work in partnership with all Tournament Hosts and be responsible for the following:

I. Staffing & Training

- Coordinate directly with Tournament Host regarding planning and execution of the Tournament.
- Provide an Event Manager, Judges and Referees to ensure efficient management of tournament and the Judging process
- Participate in at least one site visit (if required) to assess facility set-up and layout
- Provide training materials and facilitate training calls for team volunteers, judges and referees
- Provide assistance with on-site Friday set-up, assist with Saturday volunteer training, and pick up of all standard materials and team qualification information at the conclusion of the tournament

II. Team Communication

- Advertise tournament to all teams registered with *FIRST*
- Facilitate registration for all teams and obtain all required *FIRST* consent forms
- Coordinate team volunteers to assist with the tournament day management
- Provide teams with tournament information packet
- Coordinate FTC Field borrowing with Regional coaches

III. Provide Standard Tournament Materials

- Name Tags and T-shirts for referees, volunteers and Judges
- One FTC Field – complete with all mats, hardware, borders, game elements, etc.
- Registration, Referee and Judging materials
- Trophies and/or applicable Awards
- Outdoor/Indoor signage

Note: All materials will be transported to the site by the Event Manager on the Friday before each tournament.



NC FTC TOURNAMENT HOST SITE APPLICATION

Name of Host Site: _____

Tournament Date	Initial
Feb. 2, 2019	
Feb. 9, 2019	
Feb. 16, 2019	
Feb. 23, 2019	

Contact Person:

- Name (Print): _____
- Phone Number: _____
- Email Address: _____

Does the tournament site require a signed contract for use of the facility? YES or NO

If yes, please attach a copy of the contract for submission with the Host Planning Checklist.

Does the tournament site require a Certificate of Insurance for use of the facility? YES or NO

**** IMPORTANT:** A signed statement indicating whether or not a COI is required **must** be submitted with this Site Host Planning Application.

Please initial next to items 1 – 8, and sign **indicating that you and your organization understand the obligations of being a Tournament Host.**

No.	Initial	Item
1		Tournament hosting takes a committed group of people that will be available for planning through execution (August 2018 - February 2019).
2		Select and secure a suitable tournament site – the venue must be reserved the Friday before the tournament from 6:00pm – 9:00pm and Saturday (Tournament Day) from 6:30am – 8:00pm.
3		Tournament Hosts are aware that facilities needed for a 24 team tournament are: <ul style="list-style-type: none"> • Parking in close proximity to facility with capacity for 75 – 100 cars. • 1 Registration Area near main entrance to facility with space for walk-through traffic and 3 tables • 1 Pit Area with capacity for 24 teams, including power strips and cords • 4 judging rooms • 1 Hospitality room • 1 Competition Area with a capacity for ~ 500 spectators
4		Tournament Hosts understand that venue selection could result in extra fees without careful planning. Some venues may charge rental fees, facility management fees, or security fees.



		Venues should be selected that do not charge these fees or the Tournament Host should be prepared to cover these costs.
5		Tournament Hosts are responsible for providing breakfast and lunch for approximately 35 volunteers.
6		Host site team(s) are permitted to participate at their own tournaments, however, hosting does not provide automatic advancement to the State Championship. Host site teams are required to officially register for the tournament. The NC FTC Partner will waive the qualifier registration fee for ONE (1) Host Site team.
7		Tournament Hosts understand that the NC FTC Partner and Hosts are responsible for providing different aspects of tournament equipment and supplies:
	<p>NC Partner Responsibilities:</p> <ul style="list-style-type: none"> • Tournament Director • Judge Advisor • Head Referee • Volunteer training • Advertising • Team registration information • Registration materials • Trophies & Pins • All Tournament related forms 	<ul style="list-style-type: none"> • Certificates • Referee shirts • Judge/Volunteer t-shirts • Referee materials • Judging and scoring software • Indoor signage • Outdoor Directional Signage • Financial Assistance up to \$500 on items as noted in 'Financial Assistance' in section VI.
	<p>Tournament Host Responsibilities:</p> <ul style="list-style-type: none"> • 1 FTC Competition Field (per <i>FIRST</i> guidelines) • Breakfast and Lunch for 35 volunteers • Audio/video system • 2 laptops for scoring • All items listed under SECTION I, II, III, & V of the Host Site Responsibilities. 	
8		I have read and understand the terms presented in the 2018 – 2019 NC FTC Host Site Packet. I am authorized to commit to hosting this event at the facility listed and all associated responsibilities.

Printed Name

Signature

Date

Printed Name

Signature

Date

Printed Name

Signature

Date

THANK YOU FOR SUPPORTING NORTH CAROLINA *FIRST* Tech Challenge!!!