



Front Range BEST

(Boosting Engineering, Science and Technology)

Event Cancellation Policy

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Front Range BEST
www.frbest.org

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Event Cancellation Policy – FR BEST

Purpose

This policy defines the processes and procedures for, and gives guidance regarding a situation in which a decision to cancel a Front Range BEST (FR BEST) event has to be made, less than 48 hours before the event. FR BEST events covered by this policy include Teacher/Mentor Institute, Kick Off, Practice Day and Game Day or other significant activities. Situations requiring a cancellation include adverse weather, unexpected unavailability of venue or a catastrophic event, any of which would make travelling or attending the event dangerous, hazardous or unavailable to participants and volunteers.

Process and Procedures Regarding Cancelling a FR BEST Event

The Hub Director has the final authority to cancel any significant event hosted by FRBEST for example TMI, Kick Off, Practice Day or Game Day. A board member will be appointed, if possible 6 weeks or more before the event, to serve this role, in case the Hub Director is not available. If both the Hub Director and the appointed board member are scheduled to be unavailable just prior to and/or during one FR BEST Events, they should appoint another board member to act on their behalf during their absence. If possible, all members of the Board will be contacted by email or phone before the decision to cancel is made. The following covers the scenarios in which may lead to cancelization:

A. Cancellation due to weather related events:

The Hub Director will evaluate all relevant sources, including weather reporting agencies, to make a determination as to cancellation. In the case of a **Severe Weather Warning that directly affects the venue area**, the event will be cancelled and FR BEST Board of Directors and event Committee Chairs will communicate, within 24 hours as to a possible rescheduled date and venue for the event. In the case of a **Severe Weather Warning that does not directly affect the venue**, but does affect *any* of the counties from which the teams are located, a decision as to whether to cancel the event will be made by the Hub Director with input from at least 2 other board members. The decision will take into account the number of teams that would be able to attend the competition vs. the number that would not be able to attend due to weather related travel concerns. (A **Severe Weather Warning** is a notification that severe weather is impacting the areas of venue and/or areas of participating students, mentors and volunteers. A **Severe Weather Warning** may be a notification of severe weather, advising cautions for travel and activities *or* it may be a notification of severe weather advising immediate action).

- a. Cancellation before the event start will be posted on the FR BEST website at least 2 hours or, if possible, earlier before the official start time for the event.
- b. Cancellation during the event will require the Hub Director or appointed person to announce a Weather Warning using the microphone system for the event. The Hub Director will state: “Attention Please, There is a Severe Weather Warning for (identify the condition, location and time frame). At this time all day’s activities will be suspended and participants and volunteers are encouraged to proceed (identify location: home, cafeteria). Event activities will reconvene (date/location) *or* to be announced at future time”. In the case of venue evacuation, at least two people from the Hub Event Program will stay at the venue until all students, mentors and volunteers have left the venue.

B. Cancellation due to events other than weather related:

The cancellation of FR BEST events or special activities may also occur due to unavailability of venue, problems with critical game field or game related equipment, epidemic disease concerns or other catastrophic or unpreventable events ..

- a. Cancellation before the event start will be posted on the FR BEST website at least 2 hours or, if possible earlier, before the official start time for the event.
- b. FR BEST BOD and event committee chair members will convene as soon as safely possible to determine if the event or special activity will be rescheduled.

Chain of Notification for Cancellation

When Kick Off, Practice Day, Game Day or TMI is cancelled, the highest priorities are to contact the schools and notify FR BEST Board of Directors and Committee Chairs.

- A. The Hub Director will notify the teacher/mentor contact for each school by email or phone as soon as the cancellation determination has been posted to the FR BEST website.
- B. The Hub Director will notify the FR BEST Board of Directors and committee chairs by email of the cancellation determination.
- C. The Volunteer Coordinator will notify all scheduled event volunteers by email of the cancellation determination.
- D. The Hub Director will communicate the cancellation determination to the appropriate venue contact, if deemed necessary.

Procedures for Rescheduling an Event

The Hub Director will contact the FR BEST Board of Directors and Committee Chairs to determine a meeting time and day to discuss event rescheduling. The coordination of this will be given the next highest priority after the cancellation participants and volunteers have been notified of the cancellation. In the event of a cancellation during the event, the Hub Director will initiate event rescheduling procedures when it is reasonably safe to do so. When making the decision as to whether to reschedule an event the Hub Director will gather information from all Committee Chairs.

- A. Cancellation of Practice Day will not require cancellation of Game Day
 - a. If Practice Day is cancelled, the Hub Director will coordinate with the Awards & Judging Committee Chair regarding contacting the teams with instructions regarding how to submit their Engineering Notebooks electronically.
- B. Cancellation of Kick Off
 - a. If Kick Off is cancelled, it is still possible to retain the schedule for Practice Day and Game Day. In this case, the FR BEST team would, at a minimum, provide kits and all of the Kick Off presentation and documentation materials to the team mentors as soon as possible. Additionally, the Game Field, or a portion thereof, would be available for inspection by teams if it could potentially be done at another accessible venue.
 - b. If the six week time frame between Kick Off and Game Day cannot be met, the FR BEST Hub Director will immediately notify the BEST Robotics, Inc. (BRI) Board of Directors that the requirements of Section 5.4, Game and Event Scheduling, of the Hub and Regional Operations Policy may not be satisfied and that a waiver is required.
 - i. Notification of the BRI Board of Directors is via the BRI Executive Director, the BRI Regional Director and/or the BRI Director of Operations. Contact information can be found at <http://bestinc.org>

- ii. If the BRI BOD provides a waiver, the event will be rescheduled as determined by the FR BEST Hub Director in coordination with the event Committee Chairs and Volunteer Coordinator.
 - iii. If the BRI BOD does not provide a waiver, the FR BEST Board of Directors will convene to determine if a Game Day will proceed without the approval of BRI. This includes whether or not the FR BEST teams would participate in the regional competition.
- C. Cancellation of Teacher Mentor Institute will not affect other FR BEST events and will be rescheduled, if deemed practical, by the Hub Director with majority approval of the FR BEST Board of Directors.

Financial Impacts due to Event Cancellation

There may be financial impacts from cancelling a FR BEST Event. When time permits, the Hub Director will obtain from Committee Chairs a financial impact assessment. The Hub Director will present the collected data to the FR BEST Board of Directors for review and acceptance of any additional expenses incurred or any other budget impacts resulting from the cancellation.

The above Event Cancellation policy was approved and adopted by the Board of Directors of Front Range BEST on the day of September, 2015