



**Rocky Mountain BEST
(Boosting Engineering, Science, and Technology)**

School Sign-Up Policy



Revision History

Rev	Date	Impact	Summary of Changes
Ver 01	9 June 2016	Major	Initial release
Ver 02	14 July 2016	Minor	Clarification in 2.4 regarding standby team status



SCHOOL SIGN UP POLICY ROCKY MOUNTAIN BEST

1.0 Purpose

This policy defines the process and procedures regarding signing up school teams for Rocky Mountain BEST Hub Games.

The school sign-up process is divided into multiple steps. The process begins with an Invitation from the RMBEST Executive Director. Schools that are interested in participating are added to the Executive Director list and will need to return amplifying information regarding their team.

2.0 Process and Procedures Regarding School Sign-Up and Registration

2.1 Invitation

At the beginning of the calendar year, the RMBEST Executive Director will send an email invitation concerning the next competition to all schools that participated or showed interest in participating in the previous year's game. Within approximately a week of the first invitation, a second email invitation will be sent to additional schools for which email addresses of the principal and/or a teacher have been received.

The invitations will include the following:

- A short description of RMBEST and the number of teams RMBEST can support.
- A best estimate of the event dates for Kickoff, Practice Day and Competition Day.
- A statement that an email reply is required from the principal or teacher to reserve a spot as a participating school by the deadline date established by the RMBEST Executive Director. Sign-ups will be accomplished on a first-come first-served basis. *Emails received from students will not be accepted.*
- Schools can request a presentation from RMBEST volunteers, if desired.

2.2 Executive Director School Sign-Up List

The RMBEST Executive Director will maintain a list of the school, its address, contact information and the dates when schools return the email expressing interest. This becomes the school's initial sign-up date and is not the same as the registration deadline date shown on the BEST Robotics Inc. (BRI) robot events designated website.

School selections will be based on the email date when the school first expressed an interest to participate in the RMBEST competition.



Once all available slots are filled, remaining schools will be placed on the standby section of the list. When a school drops out, it will be replaced by the next school listed in order of sign-up date on the standby section.

The school sign-up list will be maintained through the year as schools express interest. If a school drops out, it will be annotated as such on the spreadsheet.

2.3 BRI Designated Website Registration Procedure

Two weeks prior to Kickoff, the teams filling the available slots will be required to go to the BRI designated—Rocky Mountain BEST website to register for the RMBEST competition. *Note: A team may not register unless previously authorized by the RMBEST Hub Executive Director.*

The RMBEST Hub Executive Director will monitor the website and ensure that: the proper teams have registered; that they have entered the demographics data; and that all unauthorized teams are removed from the registration list.

2.4 Final Team Selection

The list of competing teams will be finalized seven calendar days prior to Kickoff. No teams will be added or replaced after that date (unless the number of desired teams has not registered).

The RMBEST Hub Director may invite one team on a standby basis to Kickoff. This team will be issued with kits and will replace any team that drops between Kickoff and a few days prior to Game Day. The standby team will be invited to participate on Practice Day and strongly encouraged submit a Project Engineering Notebook. They will be invited and encouraged to attend Game Day. In the case a scheduled team does not attend Game Day; the standby team may be allowed to participate in their place. They may not be eligible for any trophies or the Regional Championship if not fully compliant with all BEST rules, robot compliance, etc.

2.5 Failure to Participate on Game Day

Any school that was issued kits at Kickoff and failed to participate with a robot at the Game Day competition for two years in a row will be allowed to register for the competition only if they have developed an RMBEST-approved plan to address their previous participation issues. The team's teacher/mentor is encouraged to provide weekly reports to the RMBEST School Interface to show progress after having previous participation issues.

The above School Sign-Up Policy was approved and adopted by the Board of Directors of Rocky Mountain BEST, on _____ day of _____ 2016.



Secretary