

# FIRST<sup>®</sup> Youth Protection Program



Message from  
*FIRST* President & *FIRST* YPP Manager

*FIRST*® Youth Protection Program



# What is *FIRST*®?

*FIRST*® is a 501(c)(3) not-for-profit organization devoted to helping young people discover and develop a passion for science, technology, engineering, and math (STEM). Founded more than 20 years ago by inventor Dean Kamen, the annual programs culminate in an international robotics competition and celebration where teams win recognition, gain self-confidence, develop people and life skills, make new friends, and perhaps discover an unforeseen career path.

## *FIRST*® Programs

*FIRST* learning never stops building upon itself, starting at age 6 and continuing through middle and high-school levels. Students have the opportunity to progress from one level to the next, bringing with them mastered skills and concepts to aid in the challenge of learning new and more difficult ones.



**Junior *FIRST*® LEGO® League**  
Grades K-3



***FIRST*® LEGO® League**  
Grades 4-8



***FIRST*® Tech Challenge**  
Grades 7-12



***FIRST*® Robotics Competition**  
Grades 9-12



## *FIRST* Vision, Mission, and Impact

**OUR VISION** is to transform our culture by creating a world where science and technology are celebrated and where young people dream of becoming science and technology leaders.

**OUR MISSION** is to inspire young people to be science and technology leaders by engaging them in exciting mentor-based programs that build science, engineering, and technology skills that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership.

**OUR IMPACT** *FIRST* participants are significantly more likely to attend college, twice as likely to go on to major in science or engineering, and three times as likely to major specifically in engineering.

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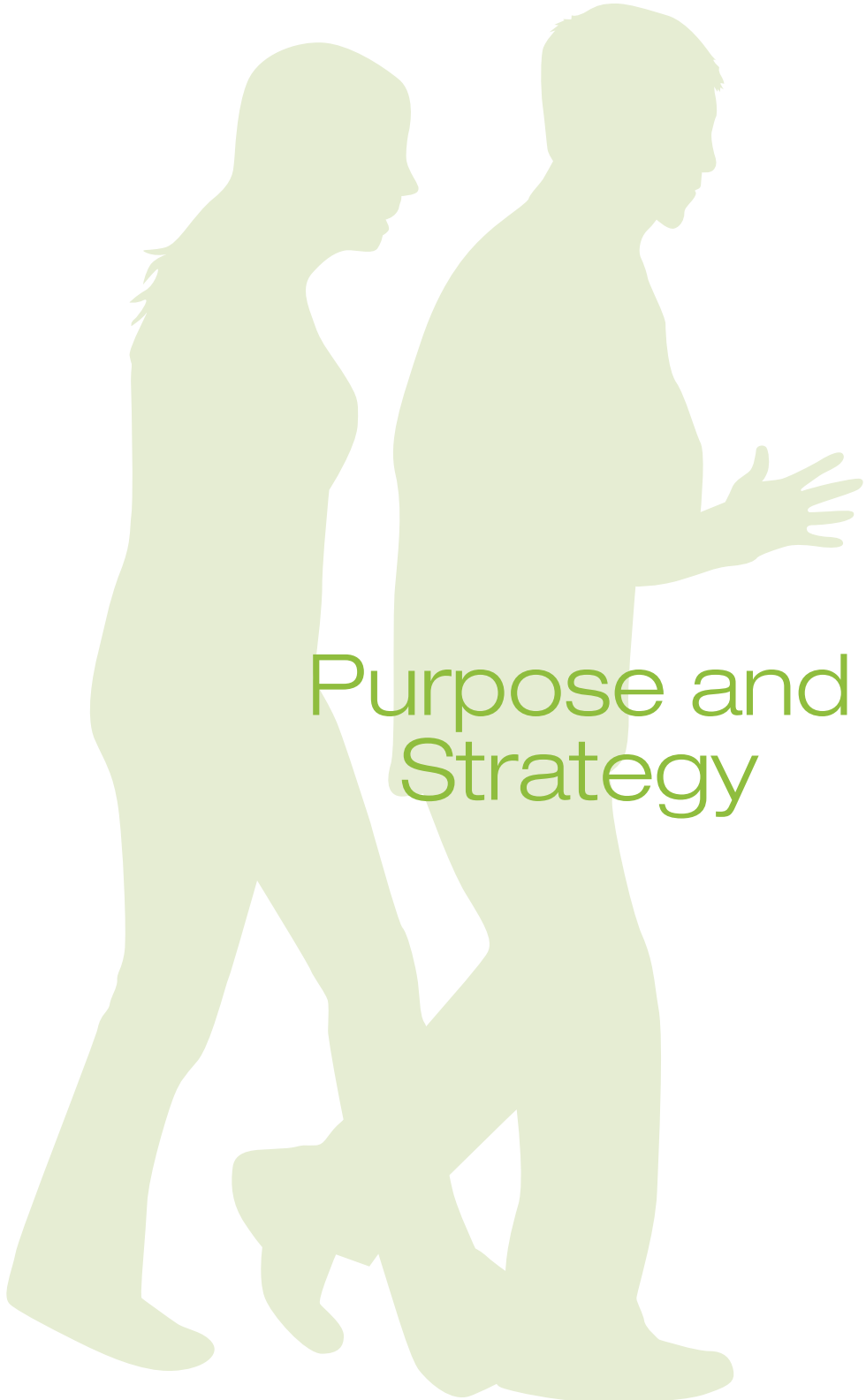
# Commitment to Protecting Youth



*FIRST* will strive to **create an environment in which team members can grow, learn, and have fun with minimal risk of injury.**

*FIRST* will strive to inform everyone involved in its programs of its **Youth Protection Program (FIRST YPP)**, and related resources, and provide assistance in meeting its standards.

*FIRST* will maintain a **Youth Protection Department (FIRST YPD)** at its Manchester, New Hampshire headquarters for the purpose of fulfilling its commitment to protecting youth.



# Purpose and Strategy

# Purpose & Strategy

The purpose of the *FIRST* Youth Protection Program (*FIRST* YPP) is to provide Coaches, Mentors, Volunteers, employees, others working in *FIRST* programs, team members, parents, and guardians of team members with information, guidelines, and procedures to create safe environments for everyone participating in *FIRST* programs.

The *FIRST* YPP sets minimum standards recommended for all *FIRST* activities. Adults working in *FIRST* programs must be knowledgeable of the standards set by the *FIRST* YPP, as well as those set by the school or organization hosting their team.

*FIRST* expects all teams in the United States and Canada to adhere to all provisions of the *FIRST* YPP.

Many schools and organizations hosting *FIRST* programs already have effective youth protection programs in place. The conditions in which a particular team operates may be so unique that applying all provisions of the *FIRST* YPP is not necessary or feasible, and alternative measures may be more effective. Under either of these circumstances, team Lead Coaches/Mentors may interpret and apply the recommendations in a manner that best fits their situation and best protects their team members from injury. Elements that are labeled as **required** are mandatory in the United States and Canada and may not be waived without the approval of the *FIRST* Youth Protection Department (YPD).

*FIRST* recommends that the standards set forth in the *FIRST* YPP be applied outside of the United States and Canada to the extent possible. At a minimum, local regulations regarding youth protection must be complied with.

The *FIRST* YPP addresses a wide spectrum of safety risks. While many safety risks can be readily identified and remedied, others may be hidden and not easily understood. *FIRST* participants, whether they are children or adults, should not be expected to identify all safety risks, particularly potential child abusers. By providing *FIRST* participants, parents, and guardians with information that raises their awareness of the risks of child abuse, and by setting standards of behavior that can prevent child abuse, *FIRST* gives its participants the resources necessary to significantly reduce the chances of injury.

Working in combination, the following elements greatly increase the likelihood of team members having a safe and rewarding experience:

- Two Lead Coaches/Mentors trained in safety measures, who know the provisions of the *FIRST* YPP oversee a team's activities.
- Everyone on a team, or working with a team, is able to talk about, and listen to, discussions of the [Code of Conduct](#) in age-appropriate terms, and is committed to complying with it.
- Everyone working with a team understands acceptable boundaries and behaviors, as well as the actions necessary if these are not honored.
- Parents and guardians are aware of, and to the extent possible, involved in their child's team's activities.

Adhering to the *FIRST* YPP will significantly reduce safety risks of program participants.

The image features three stylized silhouettes of men in business attire, rendered in a light green color. They are positioned in a row, facing each other as if in conversation. The man on the left is in profile, looking towards the center. The man in the middle is also in profile, looking towards the right. The man on the right is facing the other two. The entire scene is enclosed within a thin, dotted green border. The word "Fundamentals" is centered horizontally across the lower portion of the silhouettes.

# Fundamentals



# Fundamentals

## **Supervision of program activities.**

*FIRST* provides guidance for its Lead Coaches/Mentors, and Volunteers to recognize situations that may pose a threat to team member safety, and to take the actions necessary to prevent and report injuries.

## **Openness.**

*FIRST* maintains a culture where concerns about the safety of team members can be raised and addressed, and where the involvement of team members' parents and guardians in enhancing program safety is encouraged and highly valued.

## **Clear lines of communication, authority and decision-making.**

*FIRST* has well-defined procedures so that youth protection issues are promptly and effectively reported and dealt with.

## **Trust, dignity and respect.**

*FIRST* takes all disclosures and indications of risk seriously, while honoring every individual's right to privacy.

## **Collaboration and cooperation.**

*FIRST* works with other organizations that can assist in addressing safety risks including child protection, law enforcement, and legal counsel.

## **Regular review.**

*FIRST* periodically assesses the effectiveness of the *FIRST* YPP and makes improvements, if warranted.



# Code of Conduct



# Code of Conduct

## Code of Conduct (“the Code”)

*FIRST* expects all adults and children participating in its programs to conduct themselves following standards of behavior that protect the safety and well being of every team member. Adults working in *FIRST* programs are expected to set an example of [Gracious Professionalism®](#), and consistently provide:

- Environments where team members can learn, have fun, and feel safe.
- Age-appropriate oversight by caring adults modeling integrity and respect.
- Knowledge, experience, and skills with a positive and flexible approach.
- Encouragement to learn by doing, fostering cooperative learning.
- Environments where team members can develop supportive relationships, while observing appropriate boundaries.
- Diligent efforts to protect team members from harm.

Team activities should be open to team members’ parents and guardians whenever possible. *FIRST* recommends that no Lead Coach/Mentor, or other adult be the only adult present with one (or more) children under 18, unless it is in a regular classroom setting and in conformity with school policy. Having at least two adults within sight at all times when a child is present ensures that help will be available in the event of an emergency and may provide clarity in assessing and reporting safety concerns or questionable incidents.

## Code Violations

Any adult working with a *FIRST* team who is aware of a violation of this Code, or who is in doubt about whether or not a behavior is appropriate, is **required** to immediately consult a team Lead Coach/Mentor (if a team Lead Coach/Mentor is not the potential violator), or the hosting school or organization, and if satisfied with the guidance provided, to act in accordance with it. If the individual seeking guidance is not satisfied with the guidance or if a team Lead Coach/Mentor is the potential violator, the individual is **required** to contact the *FIRST* Youth Protection Department (*FIRST* YPD).

The following behaviors ordinarily constitute violations of this Code.

- Engaging in any activity that endangers the safety, security, or integrity of a child; deliberately makes a child feel shame or humiliation; or demeans a child, such as making threatening remarks or behaving in a manner that deliberately intimidates or frightens a child.
- Engaging in personal exchanges such as phone calls, e-mail, texting, social networking, etc., with a child outside the context of team activities, educational matters, or career concerns. A copy of written communications with a child should ordinarily be provided to a parent, guardian, or second adult working with the team.
- Engaging a child in activities that are not related to the *FIRST* program, educational matters, or career concerns; or spending personal time with a child outside of *FIRST* program activities (unless the adult is a family member or family friend).

# Code of Conduct

- Keeping any activities with a child secret; encouraging a child to keep any activities secret; or deliberately concealing activities from parents, guardians, or other adults working with the team.
- Making sexually explicit remarks; showing or displaying sexually explicit material; inappropriate physical exposure or contact; or using offensive language or gestures.
- Failure to follow the [Communication & Reporting Requirements](#).

The previous list is intended to set behavioral boundaries that will protect children and adults working with teams from engaging in activities that might place them at risk. The behavior of all adults working in *FIRST* programs should be (and should appear to be) well within the bounds of appropriate conduct. This will not only protect the children, but may also protect adults working with teams from false accusations of misconduct.

All *FIRST* programs are conducted in a manner that not only teaches technical skills, but also builds trust and camaraderie among team members as well as with the Lead Coaches/Mentors, and others working with the team. Mentoring is a vital aspect of the *FIRST* experience and essential to inspiring team members, building their confidence, and preparing them for higher education and the workplace. Although we hope that both children and adults working with a team will develop positive, supportive relationships and a sense of belonging to a community, the adult has primary responsibility for establishing and maintaining appropriate physical and emotional boundaries.

Individuals seeking to exploit children are known to use mentoring roles to create unhealthy relationships. Team members and adults working in *FIRST* programs must be aware of this risk and if they have concerns about possible unhealthy relationships or efforts being made to form unhealthy relationships, they are **required** to report their concerns to a team Lead Coach/Mentor (not involved in the matter) or call the *FIRST* YPD.





# Code of Conduct

## Child Abuse Defined

For purposes of the *FIRST* Youth Protection Program (*FIRST* YPP), a “child” is defined as any person under 18. An “adult” is anyone 18 or older.

The majority of reported acts of child abuse are committed by someone the child is related to or knows and trusts. The fact that a parent, guardian, or relative of a team member is working with the team in no way precludes the possibility of him or her engaging in abusive behavior.

## Child Emotional Abuse

Emotional abuse is behavior toward a child that is demeaning or disrespectful. Examples include verbal threats, social isolation, intimidation, unreasonable demands, or the intentional damaging of a child’s self-esteem.

## Child Physical Abuse

Physical abuse is defined as the non-accidental use of physical force against a child in such a way that the child either sustains bodily injury or is at risk of bodily injury, however slight.

## Child Sexual Abuse

Child sexual abuse is defined as any form of sexualized interaction involving a child and a more powerful individual (age, size, knowledge). Child sexual abuse may occur through inappropriate physical contact, as well as through behaviors that do not involve actual physical contact, for example, inviting a child to view pornography. Experts estimate that 30 to 50 percent of all acts of child sexual abuse are committed by children under 18 victimizing a younger, smaller, or less able child.

Individuals who seek to sexually abuse or exploit children frequently attempt to gain access to children through youth serving organizations. These individuals may spend months purposely building an emotional connection with a child or group of children and work to make inappropriate behavior seem normal. They are often socially skilled and adept at giving convincing excuses when confronted with inquiries about having overstepped normal boundaries.



# Code of Conduct

## Communication & Reporting Requirements

Protecting children on a *FIRST* team from injury requires knowledge, judgment, and diligent oversight by adults who make it a priority to promptly report any concerns about potentially inappropriate behavior, and who listen carefully to indications or disclosures of behaviors or conditions that might lead to abuse or otherwise be unsafe.

Any adult working with a *FIRST* team who believes that a child may be the victim of, or at risk of, child abuse (emotional, physical, or sexual) from any source is **required** to immediately report their concerns. The individual reporting the possibility of abuse should not attempt to conduct an investigation or confront the suspected offender, even if he or she knows the person well.

The report should be made to the state or local government child protection agency, or to the local police. If the hosting school or organization has established procedures for reporting child abuse, those reporting procedures should be followed. The *FIRST* YPD should be notified (to the extent the agencies involved and the hosting school or organization permit this).

Most states mandate that adults (including Volunteers) working in youth-serving organizations report suspected cases of child abuse to their state child protection agency. If you are unsure of your state's reporting requirements, check the state's child protection agency website. The [National Child Advocacy Center](#) provides contacts for individual state agencies. This Code **requires** any adult regularly working with a *FIRST* team to comply with applicable laws and regulations on reporting child abuse.

Anyone who believes a team member's safety may be compromised by risks other than child abuse (such as a team working in a space that houses dangerous chemicals not properly secured) is **required** to take action to remove the team member(s) from the situation or act to eliminate the source of risk, if this can be done safely and will likely prevent injury. If the risk may have resulted from deliberate actions or negligence, it may be appropriate to report it to the local police, the school or organization hosting the team, and the *FIRST* YPD (to the extent the hosting school or organization permits this).

The *FIRST* YPD is available to advise any individual with concerns about the safety of children in *FIRST* programs and may be contacted directly and anonymously if information or guidance is needed. All information regarding complaints or incidents of Code violations or non-compliance with the *FIRST* YPP is treated as private information, including the identity of the individual making the report. Information will only be disclosed with the approval of a *FIRST* Vice President (or higher level *FIRST* executive) on a need to know basis, or as **required** by law.

Individuals who fail to adhere to the Code may be excluded from working in *FIRST* programs and at *FIRST* events.

The image features two light green silhouettes of men standing and facing each other. The man on the left is shown in profile, looking towards the right. The man on the right is facing forward, with his hands slightly raised as if in the middle of a conversation or presentation. The entire scene is enclosed within a thin, dotted green rectangular border.

Lead Coach/Mentor Role

# Lead Coach/Mentor Role

## Lead Coaches/Mentors (Age 18 or older)

Because effective youth protection depends upon knowledge, experience, and good judgment, the role of the Lead Coach/Mentor is critical. Lead Coaches/Mentors are the individuals who exercise the most control over a team's activities, and are best able to help team members prevent, and if necessary deal with, risky situations.

Every *FIRST* team is **required** to register two adults, 18 or older, as its Lead Coaches/Mentors. These should be the two individuals who direct a team's day-to-day activities. It is recommended that one be at least 25 years old.

*FIRST* relies on Lead Coaches/Mentors to support the standards set by the *FIRST* Youth Protection Department (*FIRST* YPD). It is essential that Lead Coaches/Mentors are available and approachable if a team member, parent, guardian, or anyone else connected with the team needs guidance in understanding what behaviors are appropriate or needs to report unsafe conditions or Code violations.

The specific duties that Lead Coaches/Mentors are **required** to carry out are listed below. A Lead Coach/Mentor may delegate these duties to other adults who regularly work with their team if, in the Lead Coach's/Mentor's judgment, the individual can be relied on to carry them out responsibly.

- Being familiar with the *FIRST* YPP; providing leadership in directing the team's activities according to its standards; and exercising judgment over the application and interpretation of its provisions.
- Conduct a Team Safety Meeting at the beginning of the season, as described under [Training and Guidance for Team Members](#).
- Determining if a safety matter warrants reporting to a child protection agency, the police, the school or organization hosting the team, or the *FIRST* YPD. Although anyone involved with a *FIRST* team may report safety incidents or concerns without the knowledge or approval of a Lead Coach/Mentor, the judgment and advice of a Lead Coach/Mentor will often be sought.
- If possible, contacting the parent(s) or guardian(s) of each team member within 30 days of the team member's regular involvement or the team's initial registration; making them aware of the [Guidelines for Parents](#); encouraging their involvement in team activities; and providing them with the names and contact information of the two Lead Coaches/Mentors.
- Determining at what point any adult working with the team is "regularly involved" and required to undergo youth protection training and screening; and closely directing adults who have not undergone training and screening.
- Assessing the suitability of individuals, including team members, to participate in the team's activities. Excluding individuals from working with the team if they are unsuitable due to safety concerns, and notifying the *FIRST* YPD of any adults whose application to volunteer, or whose continued volunteer service, has been denied. *FIRST* recommends that Lead Coaches/Mentors consider having new Volunteers complete a [New Volunteer Application](#), before being allowed to work with a team on a regular basis.



# Lead Coach/Mentor Role

## Student Coaches/Mentors (Under age 18)

*FIRST* encourages veteran team members to serve as Coaches/Mentors to teams with younger participants. This is a *FIRST* tradition – giving back to the community, helping others succeed, and serving as a positive role model are all essential to the *FIRST* experience.

In order to minimize safety risks to every *FIRST* participant under 18, including Student Coaches or Mentors, teams having Coaches or Mentors under 18 are still **required** to have two adult Lead Coaches/Mentors 18 or older.

Although these adult Lead Coaches/Mentors may limit their role with the team to overall direction while the Student Coach(es)/Mentor(s) provide leadership and instruction to the team, this adult oversight is key. The adult Lead Coaches/Mentors of these teams are responsible for ensuring that the [Code of Conduct](#) and all other provisions of the *FIRST* Youth Protection Program (*FIRST* YPP) are followed to protect the Student Coaches or Mentors in the same manner that they protect the team members.



The image features two light green silhouettes of women walking towards the right, holding hands. The woman on the left is taller and has her hair tied back, while the woman on the right is shorter and has long, flowing hair. The background is white, and the entire scene is enclosed within a thin, dotted green border.

# Training & Youth Protection Clearance

# Training & Youth Protection Clearance

## Training

*FIRST* will make training, guidance, and information available to adults working in *FIRST* programs, parents, guardians, and team members so that they understand safety risks and prevention measures.

### Training for Adults Working with Teams

Adults working with *FIRST* teams are **required** to undergo training in youth protection once regular involvement with a *FIRST* program starts and at least every 36 months thereafter. What constitutes “regular involvement” (or “regularly working with”) is a matter of the Lead Coaches’/ Mentors’ judgment. We suggest that if the individual participates in 30 percent or more of the team’s activities, he or she is regularly involved with the team.

The training is intended to enable adults working with *FIRST* teams to recognize situations that many pose a threat to team member safety and take the actions necessary to prevent and report injuries. The training shall include:

- Understanding child abuse and signs of abuse.
- Awareness of those who abuse and what to look for.
- Establishing and maintaining appropriate boundaries.
- Reviewing the key aspects of the *FIRST* Youth Protection Program (*FIRST* YPP).
- Fully understanding and compliance with the [Code of Conduct](#).

Alternative (non-*FIRST*) training may be accepted in lieu of *FIRST* training at the discretion of the team’s Lead Coaches/Mentors if it is comparable to, or more rigorous than, the *FIRST* training. Adults who have not completed youth protection training may only work with teams under the close direction of a Lead Coach/Mentor, or his or her designee.

### Training for Parents

At the start of the season, or when a child joins a *FIRST* team, a Lead Coach/Mentor should notify, if possible, the parent or guardian of each team member that [Guidelines for Parents](#) are available through the *FIRST* website, or in paper form directly from the *FIRST* Youth Protection Department (*FIRST* YPD), and advise them to read the Guidelines carefully.



# Training & Youth Protection Clearance

## Training and Guidance for Team Members

At the start of the season, Lead Coaches/Mentors are **required** to conduct a Safety Meeting. This meeting may be combined with the team's existing start-of-season meeting or be held as a separate meeting. An earlier, separate meeting for parents, guardians, and adults working with the team may be advisable to review content.

Subject to the Lead Coaches'/Mentors' discretion and judgment, the Safety Meeting may be as brief or extensive as necessary and should include the following elements:

- View Team Safety Meeting Guidelines (to be provided by *FIRST*).
- Review of [Fundamental Safety Guidelines](#) and program-specific safety measures.
- Clear communication of behavioral limits as specified in the *Code*, discussing behavioral boundaries in age-appropriate terms.
- Clear establishment of responsibilities and means for reporting safety concerns.
- Encouragement for everyone involved with the team to discuss safety concerns with a Lead Coach/Mentor or other trusted adult, knowing that the concerns will be taken seriously and there won't be negative consequences for the person raising the concern or for their child.

*FIRST* recommends that all team members and adults working with the team attend the Team Safety Meeting. Parents and guardians should also be encouraged to attend. The Lead Coaches/Mentors should conduct the meeting in a manner most appropriate for the ages of the team members; the levels of experience of the adults; and the concerns parents or guardians may raise. If needed, additional guidance for conducting the Team Safety

Meeting is available through the *FIRST* website and from the *FIRST* YPD. Lead Coaches/Mentors should provide brief meetings covering the most crucial elements of the Team Safety Meeting for those unable to attend the initial Team Safety Meeting, or who become regularly involved at a later date.

## Screening (Youth Protection Clearance)

Lead Coaches/Mentors, or other adult regularly working with a *FIRST* team (at the discretion of Lead Coaches/Mentors) are **required** to obtain *FIRST* Youth Protection Clearance (YPC), before beginning regular involvement with the team and at least every 36 months thereafter. This process entails:

- Viewing a short information video.
- Reading and agreeing to abide by the [Code of Conduct](#) and [Fundamental Safety Guidelines](#).
- Submitting legal full name, legal address, number of years at this address, and date of birth confidentially to a certified screening agency contracted by *FIRST* for purpose of a criminal background and sex offender registry check.

Alternative (non-*FIRST*) screening may be accepted in lieu of *FIRST* screening at the discretion of the team's Lead Coaches/Mentors. However to obtain YPC, all adults who regularly work with *FIRST* teams are **required** to register with *FIRST* and read and agree to abide by the [Code of Conduct](#) and [Fundamental Safety Guidelines](#), which are unique to *FIRST*.

Adults who have not obtained YPC may only work with teams under the close direction of a Lead Coach/Mentor or his or her designee, and may only work at *FIRST* Official Events under the close direction of another adult who has obtained YPC.



The image features two light green silhouettes of people standing side-by-side. On the left is a taller silhouette of a man, and on the right is a shorter silhouette of a woman. The text is centered over the space between them.

# Fundamental Safety Requirements & Recommendations

# Fundamental Safety Requirements & Recommendations

## Safety For All Team Activities

### Required

- Allow only appropriate interactions between individuals. Practice [Gracious Professionalism®](#), always adhering to the [Code of Conduct](#). Individuals who are not team members should not be allowed to participate in team activities without the permission of a team Lead Coach/Mentor and only under adequate supervision. *FIRST* recommends that team Lead Coaches/Mentors establish age-appropriate rules for their team regarding the sharing of personal information, particularly at events or on-line.
- Do not allow violent, hostile, or potentially harmful behavior. Physical or verbal bullying, hazing, confrontational behavior, or corporal punishment must not be tolerated. If anyone involved in the team's activities behaves in a manner that might be harmful, that member should be separated from the group and his or her parent or guardian, a child protection agency, or the police should be called, as appropriate.
- Do not allow the use of controlled substances. Alcohol, tobacco, or other controlled substances must not be used during team activities or made available to team members. Exceptions may be made for alcohol served to adults of legal drinking age at receptions or gatherings related to team support, if controls are in place to prevent illegal use.
- Be prepared for emergencies. Procedures for emergencies related to weather, fire, lost students or adults, and site security should be established, including a well-stocked first-aid kit, a list of special medical needs (e.g., inhalers, food allergies), and contact information for each team member's parent or guardian.

- Encourage parents and guardians to get involved in team activities. If possible, keep parents and guardians apprised of the team's progress; encourage them to get to know the individuals working with the team; and make them aware of the time and place of team activities.
- Keep students safe during team fundraising activities. Developing financial support for the team can be a valuable part of the *FIRST* experience. The extent of adult supervision necessary must be based on the ages of the team members and the circumstances. Team members should not be allowed to engage in fundraising or other *FIRST*-related activities without appropriate adult supervision, as judged by a team Lead Coach/Mentor.
- Keep team members safe while working with tools, robots, machinery, and materials. Become familiar with the *FIRST* Coach and Mentor Guides and Safety Manuals for the *FIRST* program in which your team participates.

### Facilities

*FIRST* recommends that teams meet at schools or other facilities maintained for use by children or civic groups (e.g., Boys & Girls Clubs). Such facilities are regularly inspected for safety hazards, will ordinarily accommodate individuals needing special access, and have security measures and emergency procedures in place. The following should be standard procedure for adults working with the team:

- Familiarization with the safety procedures of the facility
- Regular survey of the space to eliminate any potential safety hazards
- Understanding and following the safety regulations set by the school or organization hosting your team

# Fundamental Safety Requirements & Recommendations

## Adult Supervision

The adult-to-student ratios in the chart below are the recommended minimum number to supervise a specific number of team members. Adults must be 18 or older (and may not be a team member) in order to count toward the minimum requirements.

FOR EXAMPLE: at team meetings and regular program activities, more than 12 Junior *FIRST* LEGO League (Jr.FLL) team members should have supervision by three adults; more than 18 should have four adults; more than 24 should have five adults.

	MEETINGS & REGULAR PROGRAM ACTIVITIES		TEAM (GROUP) TRAVEL	
	<i>Two</i> adults for up to this number of students:	Plus <i>one</i> additional adult for this additional number of students:	<i>Two</i> unrelated adults for up to this number of students:	Plus <i>one</i> additional adult for this additional number of students:
Junior <i>FIRST</i> ® LEGO® League (Jr.FLL®) (Grades K–3)	12	6	6	4
<i>FIRST</i> ® LEGO® League (FLL®) (Grades 4-8)	16	8	12	6
<i>FIRST</i> ® Tech Challenge (FTC®) (Grades 7-8)	20	10	16	8
<i>FIRST</i> ® Tech Challenge (FTC®) (Grades 9-12)	30	12	20	10
<i>FIRST</i> ® Robotics Competition (FRC®) (Grades 9-12)	30	12	20	10

*FIRST* Program activities taking place in a classroom, as part of the regular school session, should follow the school's policy regarding adult supervision.

# Fundamental Safety Requirements & Recommendations

## When a Team Travels

### Local Travel to Team Activities

Safe transportation to and from team activities is the responsibility of the team member's parent or guardian. Team members should only be allowed to leave a *FIRST* activity under adult supervision appropriate for their age and the circumstances as judged by a team Lead Coach/Mentor.

### Travel to Team Activities Away from Home and/or Overnight

When transporting team members to and from places other than those where the team ordinarily meets, or staying overnight away from home, *FIRST* recommends following these additional safety guidelines:

- Obtain written permission for the child to take the trip from his or her parent or guardian ([Form](#)), and clearly communicate the destination, trip details, room sharing and sleeping arrangements, and contact information of the adults supervising the team and the place of lodging.
- In the event of a mishap, emergency contact information for each team member's parent or guardian should be readily accessible to the adults supervising the team.
- Team members should have appropriate ID depending on the destination. The adults and team members (depending on their ages) should each have a list of cell phone and room numbers for all individuals on the trip.
- Provisions for team members' special needs, including accessibility, medical conditions, and allergies should be made in advance of the trip.
- Every driver (transporting team members other than him or herself) should be 18 or older, with a valid driver's license, and drive a registered vehicle, with at

least the minimum insurance required by the state or country in which the vehicle is registered. This also applies to hired drivers and hired vehicles.

- Every passenger should ride in a legal seat, wearing a seat belt at all times; however, the seat belt requirement may be waived if the vehicle is licensed to carry passengers without seat belts, and the states or countries in which the team will be traveling do not require the use of seat belts.
- In case of an emergency or delay, the driver should have directions and a designated contact person.

### Before leaving, *FIRST* recommends reviewing the following information with team members and adults who will be going on the trip:

- What to do if a team member is separated from the group.
- What behaviors you expect and what consequences exist for noncompliance.
- Every team member's privacy should be respected at all times, including when using the bathroom and changing clothes.
- Hotel/motel room doors should be locked when in the room, using the deadbolt and the chain or anchor.
- Do not open the door for strangers; if hotel staff claims to be at the door, call the front desk to confirm, before you unlock the door.
- Don't mention or display your room number in the presence of strangers.
- Upon arrival at the overnight accommodations, locate emergency exits.

# Fundamental Safety Requirements & Recommendations

- Keep a small flashlight on your bedside table, along with your room key, wallet, and cell phone; take these with you if you have to leave the room.
- Ask hotel/motel management to contact a designated adult if any team members are seen out of their rooms after a specific time.

*FIRST* recommends that at least two adults be present with team members while traveling. This practice ensures that help is available in the event of an emergency. Should the conduct of a team member or an adult traveling with the team be questioned, having a second adult present will provide clarity in assessing and reporting safety concerns or incidents.

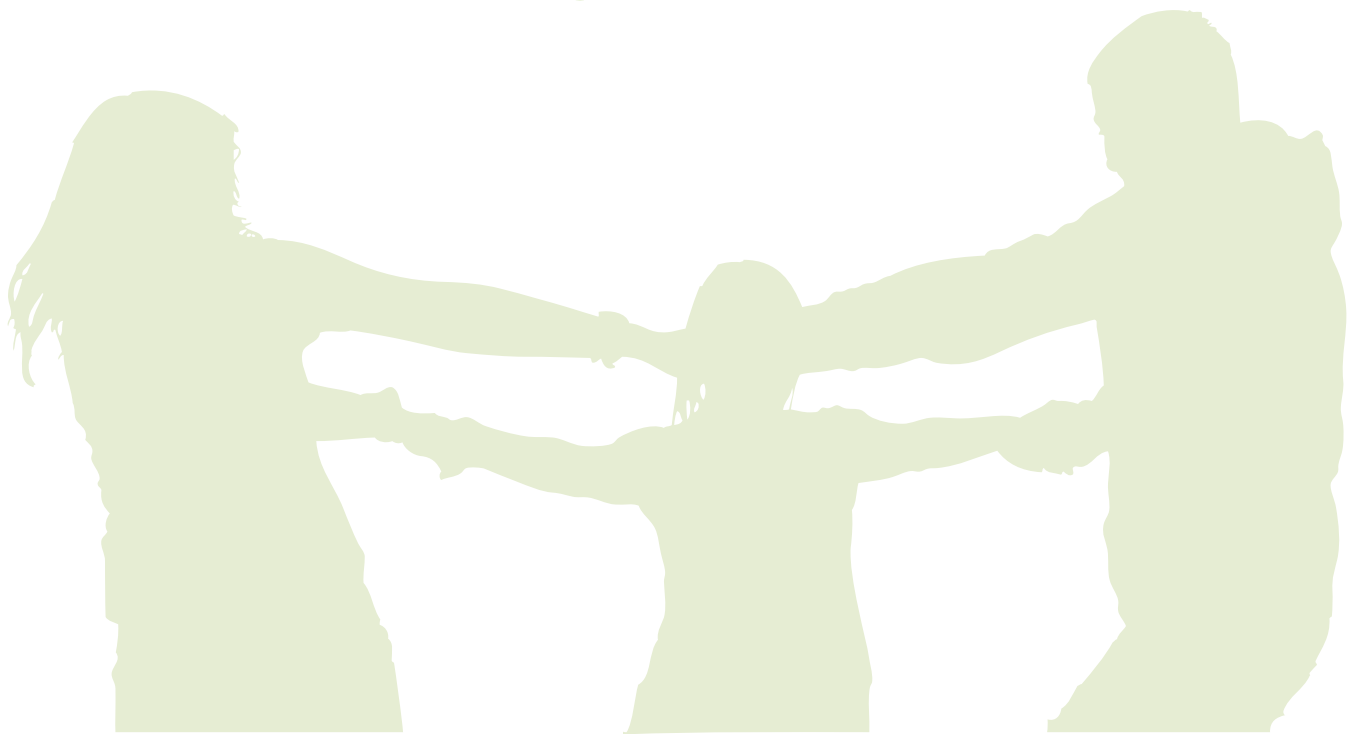
## Hosting School or Organization Requirements and State Regulations

Schools and organizations participating in *FIRST* programs and the states and countries in which they operate may have guidelines and safety requirements governing youth-oriented programs such as those offered by *FIRST*. Adults working in *FIRST* programs are **required** to comply with the youth protection policies of the school or organization hosting the team and the requirements of the states or governments in which the team meets or travels. Contact the *FIRST* YPD if you need assistance in obtaining this information.





Safety at *FIRST* Official  
Events United States  
& Canada



# Safety at *FIRST* Official Events United States & Canada

## Scope – Official Events Defined

For the purposes of the *FIRST* Youth Protection Program (*FIRST* YPP), “Official Events” refers to events that are required to adhere to *FIRST* YPP policies. The *FIRST* Youth Protection Department (*FIRST* YPD) definition of *FIRST* Official Events (OE) refers to events run by *FIRST* staff, Regional Directors, Affiliate Partners (or parties engaged by them to run an event) as part of the official *FIRST* competition season taking place in the United States and Canada, including all FRC District events. OEs are those events that determine which teams will advance in the *FIRST* official competition structure. In addition, official Jr.FLL non-competitive events (Expos), are classified as OEs. If there is uncertainty regarding whether or not an event is an OE, check the [FIRST website](#), or contact a *FIRST* Program Director at 1-800-871-8326.

The *FIRST* YPP recommendations and requirements for OEs are set forth below. The *FIRST* YPD is available to provide guidance concerning youth protection at events.

## Entities/Individuals Conducting Events

The organization or individual(s) conducting an event is/are responsible for youth protection throughout the event and **required** to comply with the safety rules of the hosting organization and facility. The party conducting the event is also **required** to be fully familiar with the [Code of Conduct](#). The Code will be most effective if it is reviewed and discussed in advance allowing those responsible for managing the event to resolve any concerns well before the event. Consideration should be given to including event security personnel in this review to ensure their understanding of *FIRST* standards of conduct, as well as your expectations of them should any youth protection concerns arise.

## Safety Services/Facilities

Care must be taken to provide adequate emergency and security personnel based on the size and nature of the event, including EMTs, security guards, and traffic control. Every event will have different circumstances. The party conducting the event, in consultation with the manager of the facility and various service providers, must judge “Adequacy”. The number and ages of participants and spectators as well as the nature of the activities taking place will be primary considerations. Emergency and security service providers are **required** to:

- Be available throughout the entire event.
- Be fully trained and capable of effectively responding to medical and non-medical emergencies.
- Be aware of the special security and safety concerns at events with children participating on teams and as spectators.
- Be aware of the potential risk presented by on-site service providers, Scholarship Row and Sponsor representatives, and spectators. It is not feasible to screen or train these individuals, and security personnel should bear this in mind.
- Remain on site until all teams and spectators have left the premises.

Facilities are **required** to be duly licensed to hold such events and the event activities must stay within the legally specified parameters for numbers of participants and event elements (e.g., machine shops).

Those providing services for the event or performing at an event (e.g., food services, child care services, etc.) are **required** to be qualified to do so, and show that they are properly licensed. *FIRST* recommends that outside service providers have an insurance certificate, identifying the party conducting the event as an additional named insured.

# Safety at *FIRST* Official Events United States & Canada

## Responding and Reporting Physical Injuries or Medical Problems

*FIRST* **requires** that physical injuries and medical problems, however slight, be documented and reported to the party conducting the event or his or her designee and to *FIRST* Headquarters within 48 hours of the occurrence – a [Report of Medical Incident](#) form is provided.

## Safety Concerns & Non-Medical Incidents

All persons on-site who are responsible for operating the event should be able to recognize threats to safety and be prepared to take prompt remedial action. Safety concerns and non-medical incidents should be dealt with as quickly as possible in whatever manner is most appropriate to ensure the safety of everyone at the event. This may involve contacting event security, the police, parents, local youth protection authorities, and/or management of the hosting entity. Safety concerns may even require shutting down an event (e.g., power outage). *FIRST* **requires** that all safety concerns and non-medical incidents be reported to the party conducting the event and to *FIRST* Headquarters within 48 hours – a [Report of Safety Concern or Non-Medical Incident](#) form is provided. If there is uncertainty about filing a report, the *FIRST* YPD should be contacted for guidance. The reporter may choose to remain anonymous; however, the more facts the *FIRST* YPD has, the better it will be able to support an appropriate solution.

Reporting is important for risk management purposes and to help keep the number and severity of future event injuries as low as possible. It may also help to protect those responsible for the event, or involved in the incident, should questions arise later regarding the manner in which the incident was handled.



# Safety at *FIRST* Official Events United States & Canada

## Event Volunteers

The behavior of adults working at an event should be, and should appear to be, well within the bounds of appropriate conduct.

Event Volunteers who are 18 years of age or older, are required to obtain Youth Protection Clearance (YPC). For the purposes of this requirement, “Event Volunteers” are defined as the individuals who are assigned specific roles by the event’s Volunteer Coordinator and will be interacting routinely with youth participants. These roles are listed on the *FIRST* website and vary from program to program. Examples of these roles are: *Judges, Referees, Robot Inspectors, Pit Coordinators, etc.*

Individuals who are exhibiting, providing entertainment, working with food vendors, or attending an event as a spectator are **not** required to obtain YPC.

The names of those whose Volunteer service has been declined by *FIRST* will be provided on a confidential basis to the event’s Volunteer Coordinator by the *FIRST* YPD. These individuals will have already been notified by the *FIRST* YPD that their services will not be accepted. The reason *FIRST* has refused to accept the individual’s volunteer services will not be disclosed. Event Volunteer Coordinators are **required** to decline the services of such individuals in any capacity. *FIRST* **requires** that the identity of these persons be kept confidential.

The training and screening of Coaches, Mentors, and other adults who accompany individual *FIRST* teams to an event are the responsibility of that team’s Lead Coaches/Mentors. The party conducting the event and the event’s Volunteer Coordinator are not responsible for confirming that Lead Coaches/Mentors and other adults accompanying teams to an event have obtained YPC, unless these individuals are fulfilling more than incidental event duties apart from oversight of their own team.

Regardless of whether or not an adult has obtained YPC, *FIRST* recommends that adults volunteering at an event be instructed not to place themselves in a situation where they will be alone with one or more children under 18 (other than their own children) and out of sight of other adults. Having two adults within sight at all times when a child is present will ensure safety in the event of an emergency, and provide clarity in assessing and reporting safety concerns or questionable incidents.

## Fundamental Safety Guidelines for *FIRST* Official Events

**The following fundamental safety guidelines are recommended for all Official Events:**

- Follow all safety rules set by the school/ organization/facility hosting the event. Before teams arrive, survey the facility and remedy any safety hazards. Safety measures related to the game that are mandated by *FIRST* Program management must be adhered to.
- Allow only appropriate interactions between individuals. Practice [Gracious Professionalism](#)<sup>®</sup> and foster [Coopertition](#)<sup>®</sup> among team members, always adhering to [the Code](#). The use of offensive language, gestures, or behavior that is inappropriate for the ages of team members or spectators should not be tolerated. All participants should be able to effectively manage the inevitable stress of competing in an event and not resort to angry outbursts or intimidating behavior.
- Do not allow violent, hostile, or potentially harmful behavior. Do not tolerate physical or verbal abuse, bullying, hazing, or confrontational behavior by anyone, including Lead Coaches/Mentors, and parents. If anyone at the event behaves in a manner that might be harmful, security personnel should guide the individual to a separate space, if possible, and his/

# Safety at *FIRST* Official Events United States & Canada

her parent or guardian, a child protection agency, or the police, should be called, as appropriate.

- **Do not allow the use of controlled substances.** Do not allow the use or presence of alcohol, tobacco, or other controlled substances. Exceptions may be made for alcohol served to adults of legal drinking age at receptions and celebratory meals when controls are in place to prevent illegal use.
- **Be prepared for emergencies.** Establish procedures in advance for emergencies related to weather, fire, lost children/adults, and security.
- **Ensure safety when traveling to and from events.** Oversight of team members' transportation to and from events is the responsibility of the team's Lead Coaches/Mentors. Team members under 18 should only be allowed to leave an event with the approval of their Lead Coach/Mentor or their parent or guardian, and under appropriate supervision.
- **Keep team members safe while working with tools, robots, machinery, and materials.** In advance of the event, confirm that Safety Advisors or other qualified persons are assigned to oversee the use of tools, machinery, and materials by the teams, as well as the loading in and out of robots and other gear from vehicles outside the facility. Make sure that the Safety Advisors are authorized to stop any activities judged to be a safety threat.





The image features a light green background with a dotted border. In the center, there are two silhouettes. On the left, a woman is carrying a child on her back. On the right, a man is clapping his hands. The text 'Guidelines for Parents' is overlaid in the center in a matching light green color.

# Guidelines for Parents

# Guidelines for Parents

The commitment to safety is a core value at *FIRST* and we strive to provide every *FIRST* team member with the safest possible experience as they learn and grow through our programs. We cannot do this alone, but working together with you and your community, we can help make your child's experience with *FIRST* a safe one. These Guidelines for Parents provide you with important information to help us do this.

## Get Involved

Parental involvement is important for team members' safety and *FIRST* encourages every parent and guardian to become involved with their child's team. There are many ways to become involved. You can serve as a Coach or Mentor, or volunteer to help with the team's regular activities. You can drive team members to meetings and events, or contribute supplies or snacks to the team. These are just a few examples. The team's Lead Coaches/Mentors will guide you in ways you can best help the team. Often, this means being a supportive observer without compromising the team's work and group dynamics. Another very important way to become involved is simply to get acquainted with the Lead Coaches/Mentors and other adults who work with the team, talk with other parents or guardians, and meet your child's teammates. Become familiar with the place where the team ordinarily meets, especially if the team meets in a private home, or other non-public space. Even if only occasional, your presence can help keep team members safe. In fact, you may see ways to improve team safety that others do not. The more caring adults are involved, the safer the team will be. Your involvement may provide team members with one more adults they can trust who has time to listen, and who is interested in any concerns they may have.

Time spent with the team may help the Lead Coaches/Mentors and other parents or guardians understand that their efforts are appreciated. It may also help you understand how the team assigns various roles and how

your child interacts with the group. It may give you a better sense of how team members' skills complement each other, and how the team is managed.

Your presence at team meetings and events can provide a powerful benefit in helping the team members and other adults working with the team maintain a gracious attitude, especially during times of stress. When time pressure mounts, when a mistake is made, or when a match is lost, team members and adults may be tempted to resort to berating one another or behaving ungraciously toward members of other teams. At such times, you may be able to help defuse a stressful situation, especially if another parent or guardian is involved. Everyone involved with a *FIRST* team deserves respect, even under difficult circumstances. You can help promote this value and may be able to show others healthy ways of dealing with anger and stress.

## Understand What *FIRST* Does To Keep Children Safe

The *FIRST* Youth Protection Program (*FIRST* YPP), available through the [FIRST website](#), covers a broad range of safety measures. Working in combination, the following program elements greatly increase the likelihood of each team member having a safe and rewarding experience:

- Two Lead Coaches/Mentors trained in safety measures and who know the provisions of the *FIRST* YPP oversee a team's activities.
- Everyone on a team, or working with the team, should be comfortable talking about, and listening to, discussions of the Code of Conduct in age-appropriate terms, and be committed to complying with it.
- Everyone working with a team understands acceptable boundaries and behaviors, and actions necessary if these are not honored.
- Parents and guardians are aware of, and to the extent possible, involved in, their child's team activities.

# Guidelines for Parents

## Understand the Risks of Child Abuse and How You Can Help Prevent It

*FIRST* recognizes that child abuse is a problem in every corner of society and the risks can be hard to see or anticipate, even for trained professionals. Child abuse (emotional, physical, or sexual – see [Child Abuse Defined](#)) can occur undetected in isolation and silence. If you talk to your child about healthy relationships that are appropriate for his or her age, and your own beliefs and expectations concerning relationship risks and appropriate boundaries, it will be easier for your child to tell you if anyone tests these boundaries. Consult [childwelfare.gov](http://childwelfare.gov) if you need help talking with your child about these matters or to learn more about the risks.

The information below provides guidance for reducing and dealing with the risks of child abuse.

## Help Your Child Learn Preventive Behavior

Adults working with *FIRST* teams are **required** to follow the [Code of Conduct](#). We encourage you to read the Code and discuss it with your child in age-appropriate terms. Emphasize his or her responsibility to tell you about things anyone does or says that don't seem right, even if he or she is not involved, so that all team members are kept safe. At a minimum, discuss with your child the following ways of dealing with potential overstepping of normal boundaries or inappropriate behavior:

- Encourage your child to tell you (or another trusted adult) if anyone asks them to keep things they have said or done a secret, or if anyone offers them special favors, invitations, gifts, or money.

- Encourage your child to trust his or her instincts and feelings. If an activity doesn't feel right they should not participate; discuss possible scenarios with your child and ways to firmly say "no thank-you" and move to a safer setting; discuss what your child will be comfortable saying if this situation arises.
- Tell your child to make sure his or her privacy is respected.
- Tell your child to say "no" to unwanted touching or affection.
- Tell your child that, if any of these things happen, to call you (or another trusted adult) and ask to be brought to a safe place.

If you discuss these options with your child, he or she will be aware of situations that could lead to abuse; be better able to recognize inappropriate behavior; and be better prepared to get away from the situation. Make your child aware that even seemingly nice adults and children bigger or older than they are, and who they know well, trust, and admire, can do inappropriate things such as showing pictures of people not fully dressed, or trying to touch them in a way that doesn't feel right.

Talking with your child lets him or her know there are trustworthy adults who will take the time to listen, and who will believe them. This can significantly reduce the chances that your child will feel powerless or confused by a risky situation.

# Guidelines for Parents

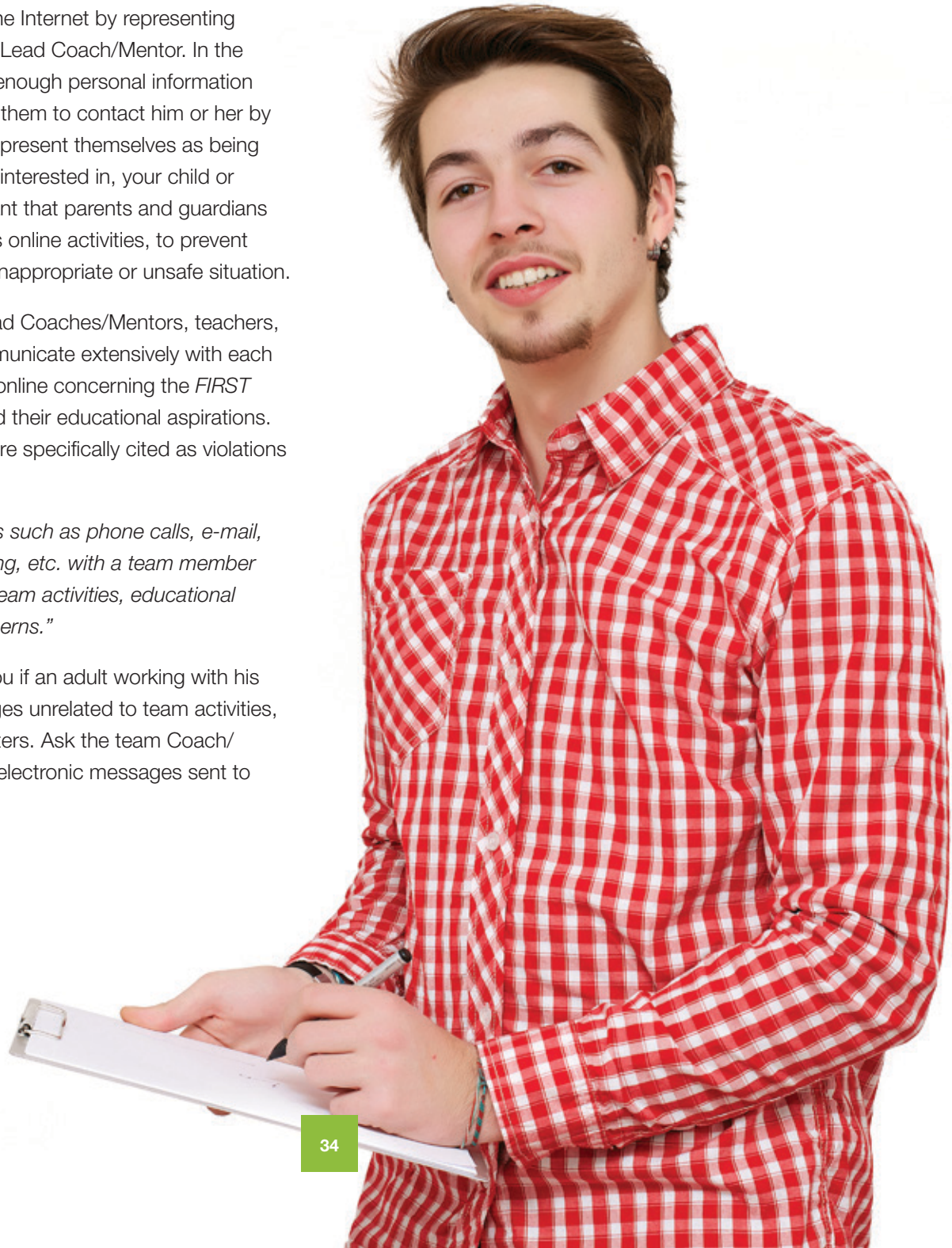
## Guidelines for Your Child's On-Line Activities

When children are online, they are in a public place, among thousands of people who are online at the same time. Adults seeking to abuse or exploit children may initiate contact over the Internet by representing themselves as a child or a Lead Coach/Mentor. In the process, they may obtain enough personal information about your child to enable them to contact him or her by phone or in person, and represent themselves as being in some way related to, or interested in, your child or the team. It is very important that parents and guardians closely monitor their child's online activities, to prevent them from getting into an inappropriate or unsafe situation.

*FIRST* team members, Lead Coaches/Mentors, teachers, and team Volunteers communicate extensively with each other by phone, text, and online concerning the *FIRST* program, their careers, and their educational aspirations. The following exchanges are specifically cited as violations of the Code:

*"... personal exchanges such as phone calls, e-mail, texting, social networking, etc. with a team member outside the context of team activities, educational matters, or career concerns."*

Instruct your child to tell you if an adult working with his or her team sends messages unrelated to team activities, career, or educational matters. Ask the team Coach/Mentor to copy you on all electronic messages sent to your child.



# Guidelines for Parents

## Responding to Indications, Disclosures, and Other Signs of Abuse

The strongest indication that a child has been abused is the child's own statement that it occurred, but children who have been abused often do not report it, so parents or guardians should be alert for other signs, such as refusing to participate in an activity they once enjoyed, emotional withdrawal, unexplained cuts or bruises, acting out adult sexual behavior, or using language a child that age is unlikely to know. For more specific signs, consult [childwelfare.gov](http://childwelfare.gov).

If your child tells you they have experienced or observed what may be abusive behavior, your first reaction can be very important in helping the child through the ordeal. The following guidelines may help you:

**DO** assume that your child is telling you the truth, respect your child's privacy, and take him or her to a place where the two of you can talk without interruptions or distractions.

**DO** reassure your child that he or she is not to blame for what happened, and that you appreciate being told about the incident and will help to make sure that it won't happen again.

**DO** consult your family doctor or other child abuse authority about the need for medical care or counseling.

**DO** tell a child protection agency or the police what happened and follow their direction regarding confidentiality and notification of the school or organization hosting your child's team and the *FIRST* Youth Protection Department (*FIRST* YPD), if the school or organization permits this.

**DON'T** panic or overreact to your child's disclosure, or show alarm or anger.

**DON'T** criticize your child or tell your child he or she misunderstood what happened.

**DON'T** express remorse that the child wasn't more careful, put him or herself at risk, or is in any way at fault.

**DON'T** attempt to conduct an investigation or confront the suspected offender, even if you know the person well.

The *FIRST* Youth Protection Department (*FIRST* YPD) is available to any individual with concerns about the safety of *FIRST* team members and can be contacted directly, if additional information or guidance is needed. The *FIRST* YPD will become involved, if necessary, to ensure safety threats or violations of the Code are promptly and effectively resolved. With your help, we can provide your child with a safe, enjoyable, and inspiring experience.



# Additional Resources



## Additional Resources

### [National Child Advocacy Center](#)

(Provides Contacts for each State)

210 Pratt Avenue  
Huntsville, AL 35801

Phone (258) 533-5437 Fax (258) 534-6883

### [National Sexual Violence Resource Center](#)

123 North Enola Drive  
Enola, PA 17025

Phone (877) 739-3895 or (717) 909-0710  
Fax (717) 909-0714

### [National Clearinghouse on Child Abuse and Neglect Information](#)

330 C Street, SW  
Washington, DC 20447

Phone (800) 394-3366 or (703) 385-7565  
Fax (703) 385-3206

### [Prevent Child Abuse America](#)

200 South Michigan Avenue, 17th Floor  
Chicago, IL 60604-2404

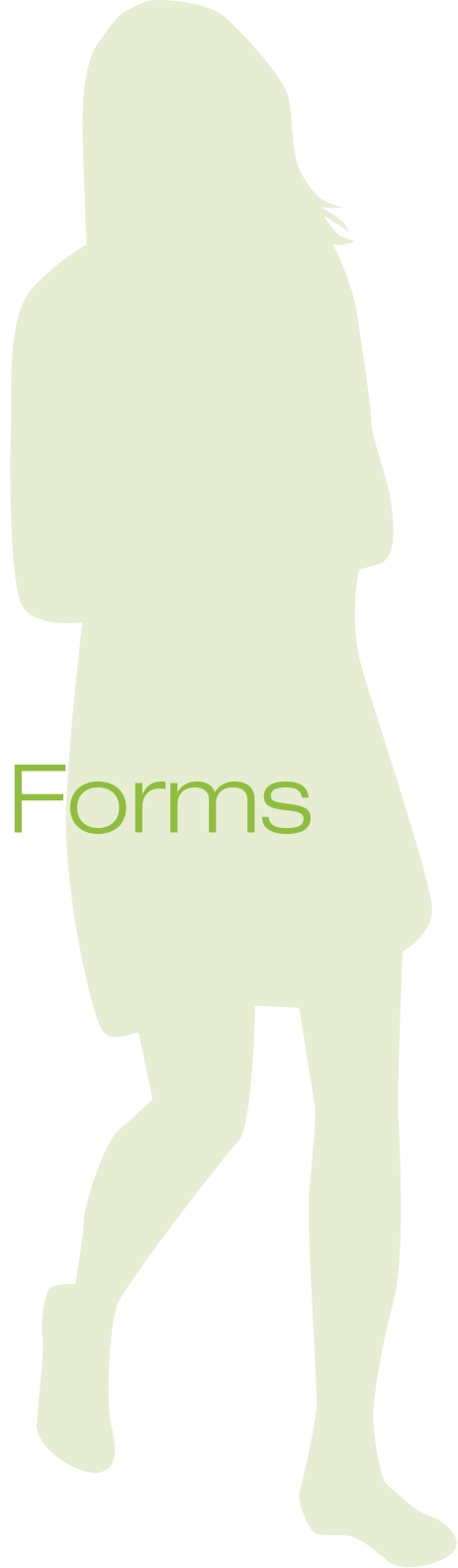
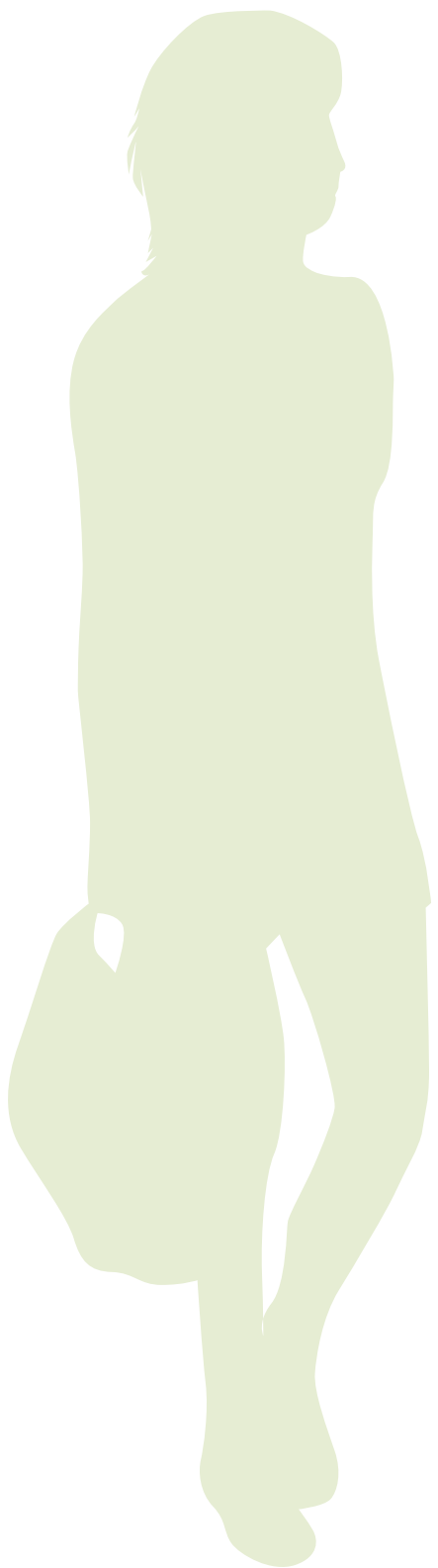
Phone (312) 663-3520 Fax (312) 939-8962

### [National Center for Missing and Exploited Children](#)

699 Prince Street  
Alexandria, VA 22314-3175

Phone (800) 843-5678 Fax 703-274-2200





Forms

# Forms

All *FIRST* Youth Protection Program forms can be downloaded for your convenience on the [website](#).





# Report of Medical Incident

# CONFIDENTIAL

All physical injuries/illnesses, however slight, taking place at, or when traveling to or from, a *FIRST* official qualifying event must be reported to the Finance Department at *FIRST* Headquarters. Physical injuries/illnesses that take place in the course of a Team's activities, not at an event, need only be reported if the injury is related to *FIRST* game materials, *FIRST* game design, or *FIRST* rules. A similar report form provided by the hosting school/organization may be substituted. Names may be removed if privacy regulations require it.

FRC    FLL    FTC    *FIRST* PLACE    OTHER

Type of Event: \_\_\_\_\_

Event Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

### INJURED:

Team Member    Team Volunteer    Event Volunteer

Other: \_\_\_\_\_

Gender:  M    F

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

If Minor, Parent/Guardian: \_\_\_\_\_

### INJURY:

Injured Body Part: \_\_\_\_\_

Nature of Injury: (Cut, Sprain, Fracture, etc.) \_\_\_\_\_

### MEDICAL CARE:

Care Given: \_\_\_\_\_

Action Taken: \_\_\_\_\_

### DISPOSITION:

Ambulance to Hospital: \_\_\_\_\_

Personal Auto to: \_\_\_\_\_

Returned to Event

Other: \_\_\_\_\_

Refused Treatment \_\_\_\_\_ Patient's Initials

### PERSON REPORTING:

Name: \_\_\_\_\_ Event Position: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Date & Time of Incident: \_\_\_\_\_  
Address of Incident: \_\_\_\_\_  
\_\_\_\_\_  
Team Number \_\_\_\_\_

Was Parent/Guardian On-Site?  Y    N

If So Name: \_\_\_\_\_

Where On Property Incident Occurred: \_\_\_\_\_

In PATIENT'S Word's Describe How Incident Happened

(Use back of form for additional space) \_\_\_\_\_

### WITNESS: (Use back of form for additional witnesses)

Name: \_\_\_\_\_

If Under Age 18, Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Employee of *FIRST*?  Y    N

In WITNESS'S Words Describe How Incident Happened

(Use back of form for additional space) \_\_\_\_\_

### PLEASE FOLLOW ALL THREE STEPS TO REPORT THIS INCIDENT.

- 1.) Return completed form to *FIRST* via fax at (603) 206-2081 or (603) 666-3907. Attn: Christine Baker-Terilli
- 2.) If the injuries require medical treatment (including EMT, nurse, doctor or hospital) fax a completed form to USI Claims at (603) 665-6003; please also fax a copy to Christine as noted in #1 above
- 3.) Mail the original to: *FIRST*, Attn: Christine Baker-Terilli, 200 Bedford Street, Manchester, NH 03101-1132





# Report of Safety Concern or Non-Medical Incident

**CONFIDENTIAL**

Return completed form to *FIRST* Youth Protection Program Department, 200 Bedford Street, Manchester New Hampshire. 03101-1132, call Safety *FIRST* at 1-800-871-8326 ext. 250 or email [safetyFIRST@usfirst.org](mailto:safetyFIRST@usfirst.org).

Date: _____	Name of Person Reporting: _____
Phone: _____	Position at Event/Role with Team: _____

Name(s) of person(s) at risk or injured: \_\_\_\_\_ *FIRST* Team No.: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date/time of incident: \_\_\_\_\_ Location of incident: \_\_\_\_\_

Description of safety concern or incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- CATEGORIES:** (check all that apply)  Inappropriate language
- Verbal abuse    Threatening behavior    Inappropriate contact
- Other: \_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NAMES OF WITNESSES AND/OR OTHER PEOPLE INVOLVED**

(if under age 18, parent/guardian):

1. Name: \_\_\_\_\_  
 Contact Info: \_\_\_\_\_  
 Volunteer:  Y  N  
 Position: \_\_\_\_\_  
 Witness:  Y  N  
 Involved:  Y  N
  
2. Name: \_\_\_\_\_  
 Contact Info: \_\_\_\_\_  
 Volunteer:  Y  N  
 Position: \_\_\_\_\_  
 Witness:  Y  N  
 Involved:  Y  N
  
3. Name: \_\_\_\_\_  
 Contact Info: \_\_\_\_\_  
 Volunteer:  Y  N  
 Position: \_\_\_\_\_  
 Witness:  Y  N  
 Involved:  Y  N

By whom: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was police, security personnel, or representative of hosting organization involved or notified?:  Y  N

If Yes, please specify who: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

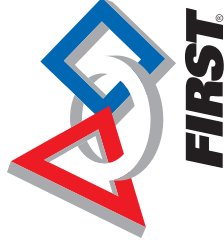
Action requested of/recommended to *FIRST* Headquarters: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Tracking and Documenting Youth Protection Clearance

To be completed, retained, and updated by designated Coach or Mentor.

Team Name:

Team Number: *FIRST* Program:

Name of Adult Working With Team <i>(List every adult who regularly works with your team)</i>	Team Role	Date of <i>FIRST</i> YPC	Date of Photo ID Inspection	Signature of Person Inspecting Documents	Next Date of YPC Renewal <i>(every 36 months)</i>	Alternative <i>(non-FIRST)</i> Training and Screening Verified



# New Volunteer Application

items to be completed by designated Coach/Mentor

items to be completed by prospective Volunteer

THIS FORM TO BE RETAINED BY DESIGNATED COACH OR MENTOR.

Team Name: \_\_\_\_\_ Team Number: \_\_\_\_\_ FIRST Program: \_\_\_\_\_

Name, Home Address, and Contact Information of Prospective Volunteer	Team Role	Date of FIRSTYPC	Date of Photo ID inspection	Signature of designated Coach/Mentor	Alternative (non-FIRST) Training and Screening Verified

How long at this address? \_\_\_\_\_ If less than 5 years, provide previous address. \_\_\_\_\_

Is your child a member of the team?  Y  N

Why do you want to work with a FIRST team? \_\_\_\_\_

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Have you worked with children in the age range of this team before?  Y  N

Have you ever been excluded from working with children by any organization?  Y  N

Have you ever been arrested for other than a traffic violation?  Y  N

If yes, provide details and dates: \_\_\_\_\_

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Signature of Prospective Volunteer \_\_\_\_\_ Date \_\_\_\_\_



# Notification of Parents/Guardians *FIRST* Guidelines for Parents

A Lead Coach/Mentor should send a notice that incorporates the information below to a parent/guardian of each Team member within 30 days of the child joining their *FIRST* Team.

Greetings,

We are confirming that:

- your child (name) \_\_\_\_\_
- is now a member of *FIRST* Team # \_\_\_\_\_ Team Name \_\_\_\_\_
- hosted by (name of school/organization) \_\_\_\_\_
- the Team will be meeting at (list all organizations/addresses where Team may meet regularly, noting if it is a private home):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Our Team will hold a Safety Meeting that will include an age-appropriate training film about avoiding safety risks including child abuse and molestation; you are welcome to view the video in advance by contacting one of us and you are encouraged to attend the Safety Meeting — we will notify you of the date and time.
- Our Team may work with student mentors who are older than your child; we will provide you with specific information about the role of these student-mentors and our oversight of their involvement upon request.
- You understand that you, as the Team member's parent/guardian, are fully responsible for arranging transportation, and supervising the manner in which your child travels, to and from places where the Team meets, and for informing one of us as the Team Lead Coach/Mentor of any restrictions you wish to place on your child's access to, or dismissal from, the Team meeting place. We will try to accommodate any restrictions you may require and will inform you if we are unable to do so.

As part of its [FIRST Youth Protection Program](#), *FIRST* strongly encourages all parents/guardians of Team members to: be aware of how *FIRST* programs are conducted; participate in Team activities; and, read [FIRST Guidelines for Parents](#).

Please contact us at \_\_\_\_\_ for information about our Team's activities.

Sincerely yours,

\_\_\_\_\_  
Lead Coach/Mentor (Typed Name)

\_\_\_\_\_  
Lead Coach/Mentor (Typed Name)



# Parent/Guardian Consent – Team Travel

FIRST recommends that a Lead Coach/Mentor obtain this signed notice from a custodial parent before a child travels with the team (or with an adult to a team-related activity) in a different location from where the team ordinarily meets. The forms and procedures of the hosting school or organization may be used instead of (or in addition to) this form, as appropriate.

I am the parent/guardian having legal custody of (child's name) \_\_\_\_\_  
a member of FIRST Team # \_\_\_\_\_ Team Name \_\_\_\_\_  
hosted by (name of school/organization) \_\_\_\_\_

I give my consent for (child's name) \_\_\_\_\_ to travel with the members of Team # \_\_\_\_\_  
(dates) \_\_\_\_\_ to (destination) \_\_\_\_\_, and understand the following:

The purpose of the trip is \_\_\_\_\_

Name and contact telephone # of adult supervising the trip \_\_\_\_\_

Other trip details \_\_\_\_\_

Recommended things for the child to bring/wear \_\_\_\_\_

My child has the following needs/restrictions (list medical concerns, food allergies, etc.) \_\_\_\_\_

## COMPLETE IF AN OVERNIGHT STAY WILL BE PART OF THE TRIP

I understand this will involve overnight stay at (give lodging place and phone) \_\_\_\_\_

\_\_\_\_\_ on (dates) \_\_\_\_\_ and my child will be sharing a room

and facilities with (number and gender of other team members in room) \_\_\_\_\_

who are team members, and (names and genders of adults in room) \_\_\_\_\_

\_\_\_\_\_ who are adult chaperones.

## MEDICAL

I give my consent to the administration of (give medication, dose, etc.) \_\_\_\_\_

\_\_\_\_\_ to my child by an adult accompanying the team.

\_\_\_\_ (initials) I give my consent to the adults participating on the trip to seek medical care for my child in the event they deem it to be necessary.

## COMPLETE IF YOUR CHILD IS UNDER AGE 18 AND DRIVING TO THE DESTINATION (other team members may not ride with a driver under age 18)

I give my consent for (child's name) \_\_\_\_\_ to drive him/herself to and from  
(destination) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Emergency Phone \_\_\_\_\_





*FIRST*® Youth Protection Department

PHONE 1-800-871-8326 Ext. 250

E-MAIL [safetyFIRST@usfirst.org](mailto:safetyFIRST@usfirst.org)

***[WWW.USFIRST.ORG/Youth-Protection-Program](http://WWW.USFIRST.ORG/Youth-Protection-Program)***