



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

Event Cancellation Policy



Revision History

Rev	Date	Impact	Summary of Changes
Ver 01	13 Mar 2014	Major	Initial release



EVENT CANCELLATION POLICY ROCKY MOUNTAIN BEST

1.0 Purpose

This policy defines the process, procedures and guidance regarding a situation in which the decision to cancel a Rocky Mountain BEST (RM BEST) Teacher / Mentor Institute (TMI), Kick Off, Practice Day or Game Event has to be made in a period of less than 48 hours.

Situations this policy covers include adverse weather, unexpected unavailability of the Kick Off or Game Day venue, or any catastrophic event that would make travelling or attending dangerous or hazardous to the participants and the volunteers.

2.0 Process and Procedures Regarding Cancelling a RM BEST Event

The RM BEST Executive Director has the final authority to cancel Kick Off, Practice Day, or Game Day. If the RM BEST Executive Director is not available, the Hub Director has the authority. It is strongly recommended that, if possible, consultations be made with the RM BEST Executive Director, the Hub Director and at least one additional member of the Board of Directors. If the Executive Director or Hub Director are scheduled to be unavailable just prior to or during one of these RM BEST Events, they should appoint another person who will act for them during their absence.

- a. When the TMI, Kick Off, Practice Day, or Game Day is cancelled the highest priorities are to contact the schools and notify the RM BEST Board of Directors and Steering Team,
 - The Hub Director will coordinate with the School Interface Committee chair to contact the schools.
 - The Hub Director will coordinate with the Steering Team Secretary to contact the RM BEST BOD and Steering Team.
 - The Hub Director will coordinate with the Volunteer Interface Committee chair to contact volunteers.
 - The Hub Director will coordinate with the Events chair to contact the venue point of contact.
- b. Cancellation of Practice Day will not require cancellation of Game Day.
 - 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.



- c. If TMI, Kick Off or Game Day is cancelled, the Hub Steering Team will convene as soon as possible to determine if rescheduling is possible and potential date and venue choices.
 - It is possible to cancel Kick Off and retain the schedule for Practice Day and Game Day. In this case, the RM BEST team would, at a minimum, provide kits and all the Kick Off presentations and documentation to the teams as soon as possible. Additionally, setting up the Game Field for inspection by teams could potentially be done at Club Workshop or another accessible venue.
- d. If the six week time frame between Kick Off and Game Day cannot be met, the RM BEST Executive Director or the Hub Director must immediately notify the BEST Robotics, Inc. (BRI) Board of Directors (BOD) 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.
 - Notification of the BRI BOD is via the BRI Executive Director, the BRI Regional Director and/or the BRI Director of Operations. Contact information is at <http://bestinc.org>.
 - If the BRI BOD provides a waiver, the event(s) will be re-scheduled as determined by the RM BEST Steering Team.
 - If the BRI BOD does not provide a waiver, then the RM BEST BOD will convene to determine if we will have an RM BEST Game Day without the approval of BRI. This includes whether RM BEST teams are able to participate in a regional competition.

3.0 Financial Impacts Due to Event Cancellation

There may be financial impacts from cancelling an event. When time permits the Hub Director will obtain from the committee chairs a financial impact assessment. The Hub Director will present the data to the RM BEST BOD for review and acceptance of any additional expenses incurred or any budget impacts.

The above Event Cancellation Policy was approved and adopted by the Board of Directors of Rocky Mountain BEST on the 13th day of March 2014.

Secretary