



Consent and Release Form Systems

2023-2024

Consent and Release Forms and Texas Roster

This document covers everything you need to know as a parent, coach, or event personnel on what is required for Consent and Release forms and roster expectations from *FIRST®* in Texas.

FIRST® and *FIRST®* in Texas are separate nonprofit organizations with different insurance coverage. Each organizations must collect forms appropriate for their use. Due to this, *FIRST®* in Texas is required to collect and maintain a Consent & Release Form that complies with state law.

It is the responsibility of the team coach to ensure that all *FIRST®* Consent & Release requirements are being observed. For information on how to complete the *FIRST®* Consent and Release form Requirements please review. <https://www.firstinspires.org/resource-library/youth-registration-system>.

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SECTION 1: Requirements for Parents and Students

1.1 Minor Consent & Release Form Requirements

Each student competing in *FIRST*® events in Texas must have a completed Consent and Release form on file. Parents must complete the Consent and Release form on behalf of their students who are under 18. Click the link below to access the form.

[FIRST® in Texas Consent and Release Form](#)

When filling out the form for your minor, please make sure to include the team number for the team in the “Team #” Field. As this is how we ensure your student shows up on their team roster. Please only include the number

Minor's Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name*	Middle Name	Last Name*

<input type="text"/>
Phone*

Minor's Date of Birth*

<input type="text"/>	<input type="text"/>	<input type="text"/>
- Month -	- Day -	- Year -

Minor's Team Affiliation

What is your role?*

<input type="text"/>
Please Select...

<input type="text"/>
Team #


1.2 Student is on More Than One Team

Please fill out a Consent and Release form for each team the student is on.

SECTION 2: Texas Roster and Coach Requirements

2.1 Texas Roster

This year we have a roster that coaches must print off and bring to competitions to show proof that team members have completed their rosters. When teams register through store.firstintexas.org the coach will be provided with a log-in they can use to access the Texas Roster System. The Roster in printable form will look like the below graphic, this roster will be compared against your *FIRST®* Team Roster to ensure all students have completed both Consent and Release Forms.


www.FIRSTinTexas.org

TEXAS TEAM ROSTER

Team 12339 | 2023-11-20

FIRST in Texas requires all participants (adults / coaches / mentors) to complete our Consent & Release Form for any persons that will be within the pits or within the competition field area. We will require those not on this roster to attend as a guest due to safety. Please present this document during check-in process at each event your team attends to compete.

Name	Age
Jango F	11
Ahsoka T	11
Din D	11
Luke S	12
Leia O	12
Han S	11
Anakin S	11
Obi Wan K	12
Boba F	52

We Build Stronger Together in Texas

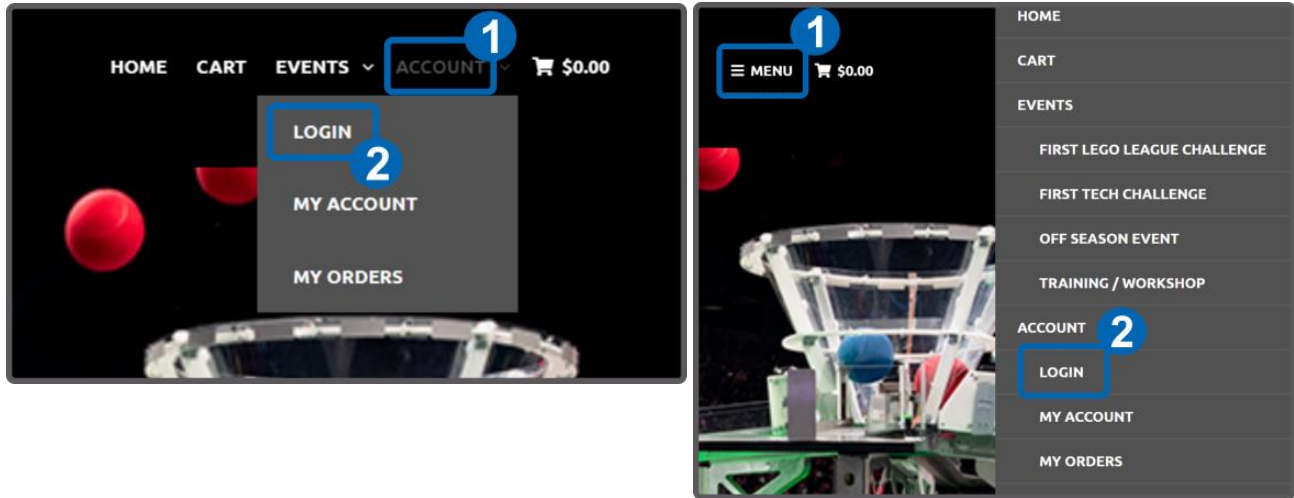
This document does not contain any controlled information but should be destroyed after verification.

2.2 Accessing the Texas Roster

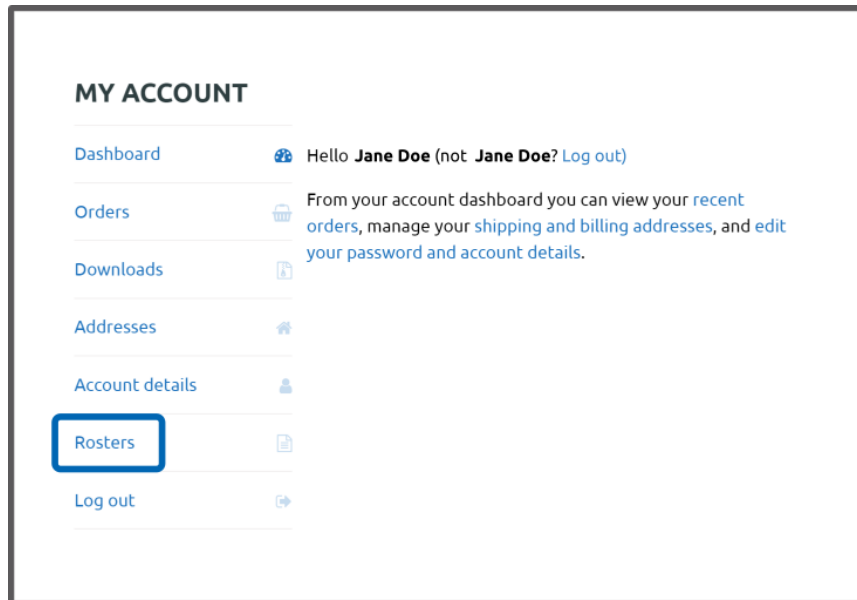
Accessing the Texas Roster requires that you have registered your team through the [FIRST in Texas Storefront](https://store.firstintexas.org). At this point in the season most FLL and FTC teams should have completed this step. Once this step has been completed you will receive log in information for your Storefront/Roster System account.

If you have already registered prior to the release of this system, please go to the Login page and select "Password Reset." Enter the email address you used to register with. If you are unsure of what email was used to register your teams, please reach out to info@firstintexas.org

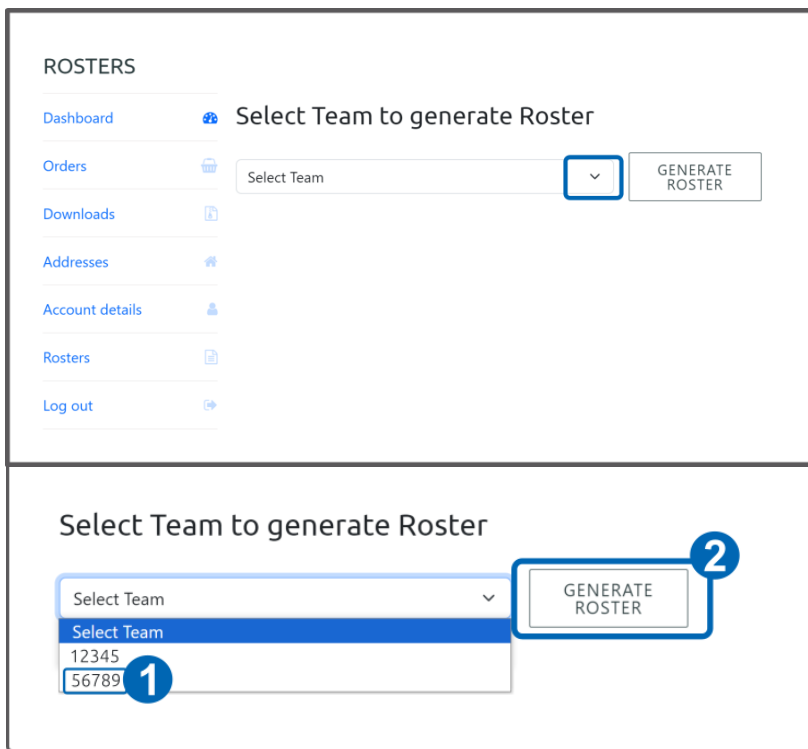
Start by logging into your account.



Once you have logged in you will have access to your dashboard. From the dashboard select the “Rosters” menu item:



On the Roster page you should be able to drop down and see the teams you registered. From there you can select a team and “Generate Roster”



Generating a Roster will give you a basic preview of who has completed a Texas Consent and Release form under your team number. You can select print to receive a printable PDF version of the Texas Roster.

Select Team to generate Roster

56789 GENERATE ROSTER

Team 56789 PRINT

Name	Age
Jango F	11
Ahsoka T	11
Din D	11
Luke S	12
Leia O	12
Han S	11
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PRINT

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This document does not contain any controlled information but should be destroyed after verification.

2.3 Common Issues Coaches May Run Into

Teams Were Registered by Someone Other Than the Lead Coach

In some cases, you may have had your districts finance person or CTE Director who completed the registration on your behalf. In which case, the Storefront account would be under their email/log in credentials.

In circumstances of this nature, the lead coach should contact info@firstintexas.org with your team numbers and preferred email and we will work to get the teams under your account.

Team Member is Not Showing on the Roster

If your team member has completed the Consent and Release Form and is not showing up on your Texas Roster, please contact info@firstintexas.org

2.4 Coach Consent and Release Requirements

Coaches must also fill out a Consent and Release form for their teams.

Coaches With More Than One Team

We do not require that coaches fill out the C&R form for each of their teams (though it may be easier overall from a check-in perspective if you do). Instead, we are only requiring that you fill the form out once for one of your teams. You may be asked to provide proof at check-in that you have completed the C&R form at least once. Please do either of the following

- 1.) Bring a printed copy of the Texas Roster for the team your C&R form is signed under!
- 2.) Be logged into your Storefront account and show proof of your C&R digitally.

SECTION 3: Requirements for Volunteers

All event volunteers MUST sign the *FIRST*® in Texas Consent and Release Form once a year. If you are a minor, your parent must sign the form on your behalf. Click the link below to access the form.

[***FIRST*® in Texas Consent and Release Form**](#)

SECTION 4: Team and Volunteer Check-In Instructions

Since this is a new system, we anticipate a few areas that may come up that are not currently being addressed in this design, particularly on the Team and Volunteer Check-In side. Please review the following section for information on how to handle different scenarios that may occur.

4.1 Team Check-In

For Team Check-In personnel we are asking you to cross reference the Texas Roster and the *FIRST*® Team Roster to ensure all Coaches, Mentors, and Students are properly listed on both Rosters.

Please review the following common scenarios you may run into.

Coach has Multiple Teams

Per [Section 2.4 Coach Consent and Release Requirements](#), coaches are not required to fill out multiple C&R forms for all of their teams. We are asking that coaches bring proof that they have their C&R filled under another team through either of the following methods:

- 1.) Bring a printed copy of the Texas Roster for the team their C&R form is signed under!
- 2.) Be logged into their Storefront account and show proof of their C&R digitally.

Student is on Multiple Teams

Students must fill out separate forms for each team they are on and are required to show-up on the Texas Roster being provided for their event.

Other Issues

know that this is not a perfect solution, but we are hopeful that it will give us better insight than we have had in seasons past. For the time being, there may be issues that arise that cannot be easily addressed through system updates. In some cases, *FIRST*® in Texas Operations Managers may issue exceptions to teams via email. In cases where an Operations Manager has issued an exception, please head the instructions.

4.2 Volunteer Check-In

We are still working on a solution for how to view volunteers *FIRST*® in Texas Consent and Release Forms. For the time being, we are not requiring that volunteer check-in personnel confirm that volunteers have signed the *FIRST*® in Texas Consent and Release Forms.