



Off-Season Event Criteria and Considerations

FIRST® is committed to supporting *FIRST* approved Off-Season Events. As part of our commitment, *FIRST* will supply equipment on a first-come, first-served basis.

To secure a field for your Off-Season event, the requesting team/organization must:

- Provide a signed copy of the [2018 Off-Season Agreement](#).
- Provide proof of adequate insurance coverage – more details below.
- Agree to promote and represent the *FIRST* family of programs only. (Exceptions may be made for events with compelling reasons – you must get written permission in advance).
- Schedule field pickup and drop off at least two weeks in advance.
- Send an appropriately sized truck and an adequate quantity of restraint devices.

Please note:

- Shipping costs to/from your event are the responsibility of the requesting team/organization.
- Borrowed equipment must be returned to *FIRST* within 5 calendar days of the conclusion of your event UNLESS you make arrangements in advance with *FIRST*.
- Any damage to the cases, carts, playing field components or electronics will be charged to the hosting team/organization.
- The standard off-season field does not include carpet, tools or consumable supplies (tape, cable ties, etc).
- Please contact *FIRST* HQ via frcoffseason@firstinspires.org to see if game pieces (crates and covers), will be available. Game pieces are not guaranteed to be available for off-season events.
- A *FIRST* certified FTA must be present for field set up, tear down, and to use the field electronics and FMS system.
- An individual who has loaded or unloaded a *FIRST* truck before must be present for the delivery and pick-up of the field from the event location.
- *FIRST* will not provide technical support to Off-Season Events.
- If you wish to have your results sync with *FIRST*, please see the section below “Posting Results to *FIRST* from Off-Season Events”

All loaned equipment must be returned on or before Friday, November 9, 2018. In addition, we will not lend any equipment after this date.

Documents

The following documents must be signed and returned to *FIRST* before a field will be scheduled for your event.

- [2018 Off-Season Agreement](#).
- Insurance Certificate
 - Proof of insurance must be provided to *FIRST* before the playing field will be released.
 - An insurance certificate insuring the 'property of others' that names *FIRST* as an 'additional insured' is required
 - The insurance certificate must cover the following:
 - Property Damage: insuring loaned equipment against loss or damage (\$45,000 for field, \$170,000 for field and electronics)
 - Liability: insuring against bodily injury and property damage arising from use of loaned equipment (not less than \$1,000,000)



- The insurance certificate must identify the event name(s), location(s) and date(s) of use.
- The insurance certificate must be sent to frcoffseason@firstinspires.org directly from the insurance company.
- If transporting the field without using a *FIRST* common carrier, insurance should include the transportation dates as proof of coverage.

Scheduling Field Pick up and Drop off

- The borrower must schedule field pickup with *FIRST* in advance.
- Unless otherwise arranged and notified, pick up and drop off of the equipment will be at *FIRST* Headquarters, located at 200 Bedford St. Manchester, NH 03101.
- Loading dock hours:
 - Monday-Thursday: 8:30am - 4:00pm, Friday: 8:30am-Noon
 - If these hours do not meet your needs, please contact *FIRST* to arrange a time.
- *FIRST* recommends you use the services of a common carrier, but you may arrange to pick up the field yourself with prior permission.
- Truck Requirements
 - Minimum width: 96" wide INSIDE (i.e.; a typical 26' box truck)
 - Minimum length: 26 feet
 - Truck bed height: 48" (loading dock height)
 - The truck may not have wheel well cavities that project into the interior of the truck.
 - The truck must have places into which you can clip / fasten load straps and load bars.
- Other Information
 - Stacking of field components might be required to fit the field equipment into this size truck. A fork lift is highly recommended to have available on site to assist with unloading and loading the road cases.
 - Straps and load bars are the responsibility of the borrower (we require a minimum of three 2-inch heavy duty load straps or three load bars).
- Common Carrier
 - If you choose to contract with a common carrier for transportation, *FIRST* will provide specifications on the quantity, size and weight of containers. You should take advantage of the carrier's insurance and declare the value with the carrier so that, in the event of damage, you can file a claim with the carrier.
- Non-common Carrier (This method requires the permission of *FIRST*)
 - If *FIRST* has allowed you to provide your own truck rather than a common carrier, you must obtain the appropriate insurance rider based on the value (see above) on what you are borrowing. This insurance is to cover the field while it is being transported to your event.
- 2018 Off-Season Field Manual including Event Shipment instructions for loading/unloading the truck
- [Truck Layout – with and without electronics](#)

Field Management System (FMS) Information

- Electrical Requirements for Field
 - To effectively run the field, we recommend that there are three 120VAC/12A circuits available at the scoring table.
 - One is for each playing field end itself (lights, referee touchscreens, game specifics etc.).
 - The other circuit is for the scoring table (Scorpion Case, projector for scores, laptops, tablet/phone chargers, etc.).



- Although the field can be run with two circuits, it doesn't leave much room for handling additional laptops and other items that tend to make their way to the scoring table at events. One circuit is not acceptable.
- FMS Off-Season
 - FMS Off-Season is a simplified version of the FMS used at events. This system can be used in place of a full FMS to run Off-Season Events. It is not needed if an FMS is borrowed from *FIRST*.
 - You can download the installer (the executable file) [here](#).
 - Documentation and User's Guide can be found [here](#).

Posting Results to *FIRST* from Off Season Events

FIRST allows off season events (who meet certain requirements) to synchronize their information with *FIRST* HQ in a manner similar to Official Events. Events who meet the requirements will have data and results posted to the *FIRST* Event Results website (<https://frc-events.firstinspires.org/>) and API (<https://frc-api.firstinspires.org/v2.0/>)

- Please view the full list of requirements, and application link, here: <http://wpilib.screenstepslive.com/s/fms/m/offseason/l/745326-availability>
- Please note for inclusion in this program, your application must be received at least seven (7) days before the start of your event.

Mechanical Information

- 2018 *FIRST* POWER UP Consumables Recommendations for Off Season events

| Item | Details | Per Event Quantity |
|-------------------|----------------------|--------------------|
| Black Cable Ties | 11" | 3 bags |
| White Cable Ties | 11" | 4 bags |
| White Cable Ties | 8" | 1 Bag |
| White Cable Ties | 12" / 120lb strength | 4 Bags |
| Black Gaffer Tape | 2" | 4 Rolls |
| Red Gaffer Tape | 2" | 4 Rolls |
| Blue Gaffer Tape | 2" | 4 Rolls |
| White Gaffer Tape | 2" | 4 Rolls |
| Black Gaffer Tape | 3" | 3 Rolls |
| Gym Floor Tape | Red/Blue-Optional | 2 Rolls |
| Carpet Seam Tape | 3" | 2 Rolls |



- Equipment Notes
 - Carpet
 - Carpet is NOT included in the loan of a Field.
 - Carpet may be purchased from Beckler's Carpet. 3051 N. Dug Gap Rd SW Dalton, GA 30722. Phone: 706-270-1292.
 - The carpet used for 2018 is Shaw's Philadelphia Commercial Brand, Neyland II, 20oz level loop pile carpet in 15' width (15' x 74' cut). The color is Ground Pepper, and 2 rolls are needed per field.
 - If you are unable to purchase a new carpet, arrangements may be made in advance to recover the carpet from a Regional Event. Reservation of the carpet at Regional Events must be made with the Regional Director for that event. Off-Season events are encouraged to share carpet.
 - Recommended Tools (*FIRST* does not provide the Road Case 8 which provides tools).

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| <ul style="list-style-type: none">▪ Plexiglas cleaner & special paper towels or 100% cotton rags. DO NOT use Windex, 409, Cinch, etc... as these products cause damage▪ Chalk Line▪ Gloves | <ul style="list-style-type: none">▪ Hex Keys▪ Rubber Mallet▪ Sharpie Markers▪ Phillips Screwdrivers▪ Flathead Screwdrivers▪ Loop Pile Cutters▪ Tape Measure (30' & 100') | <ul style="list-style-type: none">▪ Fire Extinguisher▪ Utility Knife▪ Wire Stripper▪ Assorted Hardware▪ Extension Cords (50' & 100')▪ Carpet Vacuum▪ Nippers and Diagonal |
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 - *FIRST* will not provide any of the following:

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|---|--|---|
| <ul style="list-style-type: none">▪ A/V or Equipment or Lighting for Venue▪ Banners, Trophies, or Medallions▪ Carpeting for the Field▪ Computers▪ Cable Ties▪ Event Signs▪ <i>FIRST</i> Staff Support▪ Fuses | <ul style="list-style-type: none">▪ Hook & Loop Fastener Tape▪ Ladders (we recommend an 8' ladder)▪ Lubricants▪ Music▪ Paper Towels▪ Plexiglas Cleaner▪ Program Books▪ Radios | <ul style="list-style-type: none">▪ Sizing Box and Scale (for robot inspection)▪ Spare Parts▪ Safety Glasses▪ Tape – Gaffer's tape or carpet tape▪ Technical Support▪ T-shirts or Badges (for volunteers)▪ Tools▪ Vacuum |
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Return Information

- All loaned equipment must be returned on or before Friday, November 9, 2018.
- There may be instances where certain components of the field do not need to be returned. This will be communicated through the frcoffseason@firstinspires.org email contact.
- All components and road cases associated with the FMS must be returned to *FIRST* HQ.
- If applicable, all empty road cases must be returned.
- All shipping and transportation details needs to be approved and communicated with *FIRST*, including tracking numbers, if applicable.

Questions?

- Please contact frcoffseason@firstinspires.org with any questions.