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 borrower must:

- Provide a signed copy of the [2023 Off-Season Agreement](#).
- Fill out the [Off-Season Event Notification Form](#).
- Provide proof of adequate insurance coverage – more details below.
- Schedule field pickup and drop off at least two weeks in advance.
- Send an appropriately sized truck and an adequate quantity of restraint devices.
- Have an FTA trained for the 2023 season when using FMS.

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 will be available. Game pieces are not guaranteed to be available for off-season events.
- A *FIRST* certified FTA must be present 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.

All loaned equipment must be returned to *FIRST* Headquarters on or before the second Friday in November. 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.

- [2023 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 items indicated in the Off-Season Agreement.
  - 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 field pickup must be scheduled with FIRST at least 2 weeks in advance. Please coordinate with frcoffseason@firstinspires.org on the pickup/return address.

- Loading dock hours:
  - Monday-Friday: 10:00am-4:00pm
  - 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 forklift 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.

- Best practices for freight shipping can be found here.

- Truck Layout

Field Management System (FMS) Information

- Electrical Requirements for Field
  - To effectively run the field, we recommend that there are two 120VAC/15A circuits available at the scoring table.
    - One is for the 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 software 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.
Mechanical Information

- 2023 CHARGED UP Consumables Recommendations for Off Season events

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
<th>Per Event Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>White Cable Ties</td>
<td>15”, 50 lb</td>
<td>1 Bag (500/bag)</td>
</tr>
<tr>
<td>White Cable Ties</td>
<td>15.25”, 120 lb</td>
<td>12 Bags (50/bag) *</td>
</tr>
<tr>
<td>Electrical Cable Ties</td>
<td>6” / 8-10lb</td>
<td>1 Bag (1000/bag)</td>
</tr>
<tr>
<td>Black Gaffer Tape</td>
<td>3”</td>
<td>3 Rolls</td>
</tr>
<tr>
<td>Black Gaffer Tape</td>
<td>2”</td>
<td>1 Roll</td>
</tr>
<tr>
<td>Red Gaffer Tape</td>
<td>2”</td>
<td>2 Rolls</td>
</tr>
<tr>
<td>Blue Gaffer Tape</td>
<td>2”</td>
<td>2 Rolls</td>
</tr>
<tr>
<td>White Gaffer Tape</td>
<td>2”</td>
<td>1 Roll</td>
</tr>
<tr>
<td>Carpet Tape</td>
<td>3”</td>
<td>75’ Total</td>
</tr>
<tr>
<td>Gym Floor Tape</td>
<td>Red/Blue (Optional)</td>
<td>1 Roll each color</td>
</tr>
</tbody>
</table>

- Equipment Notes
  - * When using a District-style AndyMark field, only 6 bags of 120lbs cable ties are required.
  - Carpet
    - Carpet is NOT included in the loan of a Field.

Carpet may be purchased from USA Carpets: Contact Debbie Collins directly at Phone: 706-270-1292
- The carpet used for 2023 is Shaw’s Philadelphia Commercial Brand, Neyland II, 20oz level loop pile carpet in 15’ width (15’ x 74’ cut). The color is “66561 Medallion” (please note that Neyland II carpet is obsolete and the closest equivalent is Neyland III), and 2 rolls are needed per field.

Recommended Tools (FIRST does not provide the Road Case 8 which provides tools):

- Plexiglas cleaner & special paper towels or 100% cotton rags. DO NOT use Windex, 409, Cinch, etc... as these products cause damage
- Chalk Line
- Gloves
- Hex Keys
- Rubber Mallet
- Sharpie Markers
- Phillips Screwdrivers
- Flathead Screwdrivers
- Loop Pile Cutters
- Tape Measure (30’ & 100’)
- Fire Extinguisher
- Utility Knife
- Wire Stripper
- Assorted Hardware
- Extension Cords (to connect venue outlets to Scoring Table)
- Carpet Vacuum w/100’ extension cord
- Nippers and Diagonal
- Air compressor with needle
- 3/8”, 7/16” & 9/16” box wrenches (4/each)
- 15/16” deep sockets and ratchets (2-4 sets)
**FIRST** will not provide any of the following:

- A/V or Equipment or Lighting for Venue
- Banners, Trophies, or Medallions
- Carpeting for the Field
- Computers
- Cable Ties
- COVID-19 Safety Supplies / PPE
- Event Signs
- **FIRST** Staff Support
- Fuses
- Hook & Loop Fastener Tape
- Ladders (we recommend an 8' ladder)
- Lubricants
- Music
- Paper Towels
- Plexiglas Cleaner
- Program Books
- Radios
- 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

**Return Information**

- All loaned equipment must be returned to **FIRST** Headquarters or our Merrimack, NH warehouse on or before the second Friday in November.
- 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**.
- If applicable, all empty road cases must be returned.
- All shipping and transportation details needs to be approved and communicated with frcoffseason@firstinspires.org, including return ship date, carrier, estimated arrival date, and tracking numbers, if applicable.

**Questions?**

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