

# Offseason Event Criteria & Considerations

*FIRST*® is committed to supporting *FIRST*-approved Offseason Events. *FIRST* will supply equipment to approved Offseason Events on a first-come, first-served basis.

## NEW FOR 2024:

- *FIRST* requires all field equipment to be returned to *FIRST* starting November 1<sup>st</sup>, 2024.
- *FIRST* is limiting the distribution reach of Official Fields. *FIRST* Fields can only be obtained from *FIRST* directly from the *FIRST* Championship, or Fields can be obtained normally from local *FIRST* Districts or through AndyMark.

## Initial Planning and Offseason Requirements

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All Offseason Events must fill out the [Offseason Event Notification Form](#).

Contact [frcoffseason@firstinspires.org](mailto:frcoffseason@firstinspires.org) for more information and to provide required documentation.

### The borrower of a Field from *FIRST* must:

- Provide a signed copy of the [2024 Offseason Agreement](#).
- Provide Proof of Insurance coverage – details listed below.
- Have an officially trained 2024 FTA when using the FMS.
- Be fully responsible for the shipping costs of the freight shipping of the Field.
- Return borrowed equipment within 5 calendar days of the conclusion of your event or November 1<sup>st</sup> 2024 - whichever is first.

### All Offseason Events Please Note:

- The borrower is fully responsible for the cost and transit of the Field between events and returning to *FIRST*.
- Damage to *FIRST* equipment, electronics, carts and roadcases is the responsibility of the borrower.
- The standard *FIRST* Field from *FIRST* does not include carpet, tools or consumable supplies. Confirm with your provider if such items are included or must be obtained separately.
- *FIRST* will not provide technical support to Offseason Events.

## Documentation

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The following documents must be signed and returned to *FIRST* before a *FIRST* field will be provided from *FIRST* Championship. Other providers may request similar or alternative documents.

- The [2024 Offseason 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](mailto: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.

## Schedule Field Pick-Up and Return

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The Field's transportation to or from *FIRST* must be scheduled and agreed upon with *FIRST* at least 2 weeks in advance.

- For Loading Dock address, contact [frcoffseason@firstinspires.org](mailto:frcoffseason@firstinspires.org).
- Loading Dock Hours
  - Monday-Thursday: 9:00AM to 3:00PM
  - Friday Hours by appointment only.
- *FIRST* recommends you use freight services with a national common carrier, a freight forwarder, or transportation services provided by a local sponsor.
- Truck Requirements:
  - Minimum width: 96" wide | Minimum length: 26 feet | Truck bed height: 48"
  - 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
  - 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 Loading and Shipping.](#)
- [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

- Consumables Recommendations for Off Season events

Item	Details	Per Event Quantity
White Cable Ties	11" 50 lb	7 bags (100/bag)
White Cable Ties	8" 10 lb	1 Bag (1000/bag)
White Cable Ties	12" / 120lb strength	10 Bags (50/bag)
Black Gaffer Tape	2"	2 Rolls
Black Gaffer Tape	3"	3 Rolls
Red Gaffer Tape	2"	2 Rolls
Blue Gaffer Tape	2"	2 Rolls
White Gaffer Tape	2"	2Rolls
Purple Gaffer Tape (Optional)	2"	1 Roll
Gym Floor Tape	Red/Blue-Optional	2 Rolls
Carpet Seam Tape	3"	5 Rolls

- Carpet is not provided by *FIRST* and may not be provided by any Offseason Field provider.
  - Carpet may be purchased from:
    - USA Carpets, 3325 S Dixie Hwy, Dalton, GA 30720. Phone: 706-281-2892.
  - The carpet used for 2024 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.
- 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

## Questions?

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Contact [frcoffseason@firstinspires.org](mailto:frcoffseason@firstinspires.org) with any questions.